

Promise Academy

Staff Handbook & Policies 2021-2022 School Year

1701 East 13th Street, Cleveland, Ohio 44114

www.promise-academy.com

Updated September 2021



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Mission Statement

Promise Academy recognizes that all students have the right to and deserve an education that prepares them for post-secondary success of their choosing. We educate and graduate students who have not been successful in traditional high school and have dropped out or are at risk of dropping out. We do this through flexible and individualized learning experiences, supported by meaningful relationships with caring adults who are constantly learning from students and exemplifying high engagement learning for students.

Vision Statement

It is our vision to ensure the academic success of the non-traditional scholar by treating each scholar with dignity and providing online and offline educational opportunities that will enhance academic achievement.

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Introductory Statement and Nature of Employment

This handbook is intended to provide you with a general understanding of the personnel policies of Promise and to answer many common questions. You are expected to review, understand, and comply with all provisions of the handbook. The handbook describes many of your responsibilities as an employee and outlines the programs we have developed to benefit our employees. This version of the handbook supersedes all previous versions and any policies or procedures addressed in such versions of the handbook. In the event of a contradiction between this handbook and the representation of a supervisor, this handbook will govern.

This handbook is not an employment contract and is not intended to create contractual rights, either express or implied, upon any employee, with respect to the terms and conditions of employment, including benefits that may be offered. Since employment at Promise is based on mutual consent and is at-will, either you or Promise have the right to end the employment relationship at any time, with or without cause or advance notice. At-will employment also means that the terms and conditions of employment, such as compensation and/or position, may be changed at any time.

No employee handbook can anticipate every circumstance or question about every one of Promise's policies. Further, there may be situations where the need arises for Promise to revise, add, or eliminate policies. Therefore, Promise reserves the right to add new policies, and to change or cancel existing policies at any time, as approved by the Board of Directors (the "Board"). The only exception is that the employment at-will policy will not be changed or cancelled.

Non-Discrimination Policy

Promise is an Equal Opportunity Employer and provides equal opportunities in its employment practices to both employees and applicants. It is our policy to administer all of our employment practices, including those pertaining to recruitment, hiring, placement and job assignments, transfer, promotion or compensation (i.e. wage rate), layoff or termination, and selection for training in a nondiscriminatory manner without regard to age, color, gender/sex, national origin, disability, race, religion, military or veteran status, genetic information, sexual orientation, gender identity or on any other basis prohibited by federal, state, or local law. Promise will also make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Any employee, or applicant, with a question or concern about discrimination at Promise is encouraged to bring their concern to the attention of the Executive Director. No reprisal will be permitted for raising concerns or making a report. Anyone determined to have engaged in discrimination or retaliation for a report of discrimination will be subject to disciplinary action, up to and including termination of employment.

Harassment Policy

Statement of Philosophy

Promise strives for a work environment in which all individuals are treated with respect and dignity. All employees are responsible for creating a harassment-free work environment. Each individual has the right to work in an atmosphere where conduct which would offend, harass, intimidate, ridicule, or insult an employee because of their age, color, disability, national origin, race, religion, or gender/sex, military or veteran status, genetic information, gender identity, sexual orientation, or any other protected category, is unacceptable and will not be tolerated. This policy also prohibits unlawful harassment based on the perception that anyone is a member of those protected classes or is associated with a person who has or is perceived as having any of those characteristics. Promise will exercise reasonable care to prevent and promptly correct any known harassing behavior.

Definition of Harassment

For purposes of this policy, harassment is defined as unwelcome or unwanted conduct of an offensive nature (whether verbal, visual, or physical) and includes, but is not limited to, such things as jokes, slurs, hostile acts, threats, and displays of objects or pictures which denigrate or show hostility toward any individual or group. Harassment may include when: 1) submission to or rejection of this conduct by an individual is used or threatened to be used as a factor in decisions affecting hiring, evaluation, promotion, or other aspects of employment (This may also include subtle pressures to submit to conduct that imply cooperation or refusal will have an effect on the other's employment); or 2) this conduct has the purpose or effect of unreasonably interfering with an individual's employment performance or creating an intimidating, abusive, hostile, or offensive work environment. Harassment is unacceptable in the workplace itself and in other work-related settings, such as business trips, meetings, or business-related social events.

Additionally, any behavior of a sexual nature not welcomed by the other person, or found to be personally offensive, is expressly forbidden. This includes, but is not limited to, sexual advances or propositions, uninvited physical contact or touching, non-conformity with gender-based stereotypes, and other pervasive harassment not necessarily of a sexual nature but directed at the other because of their sex.

Individuals Covered Under the Policy

This policy protects all employees, applicants, or any third-party individual such as a visitor or School vendor. Promise will not tolerate, condone, or allow harassment, whether engaged in by fellow employees or other non-employees who conduct business with Promise. Promise encourages reporting of all incidents of harassment, regardless of who the offender may be.

Informal Complaint

Promise encourages all individuals who believe they are being harassed to promptly notify the offender that such behavior is unwelcome. Promise does, however, recognize that, in some instances, power and status disparities between the alleged harasser and the individual may make such a confrontation difficult or uncomfortable. In the event that such informal, direct communication between individuals is either ineffective or difficult, or if the individual who believes they are being harassed or believes they have witnessed harassment chooses, a formal complaint may be made by following the process below.

Formal Complaint

Individuals who believe they have been subjected to harassment, or have witnessed what they believe to be harassment, should report the incident to the Executive Director or their designee. When appropriate, the Executive Director or their designee will immediately consult with the Board. If the Executive Director or their designee is allegedly involved in the incident, or if the Executive Director or their designee has been ineffective in responding to the complaint, then the individual should report the incident directly to the President of the Board or another Board Member.

Promise encourages prompt reporting of complaints so that rapid response and appropriate action may be taken, but no limited time frame applies. Late reporting of complaints will not in and of itself preclude Promise from taking remedial action.

Protection Against Retaliation

Promise will not in any way retaliate or permit retaliation against any individual who makes a good faith report of harassment or who assists or cooperates in an investigation thereof. Any individual that believes they have been retaliated against for submitting a complaint or participating in an investigation, should immediately bring the matter to the attention of the Board's President. Any person found to have violated this policy by retaliating against another individual for making a report of harassment or for assisting or cooperating in the investigation thereof will be subject to the same disciplinary action provided for harassment offenders.

Investigating the Complaint

Any allegation of harassment, whether written or verbal, brought to the attention of Promise will be thoroughly and promptly investigated. This may include obtaining documentation such as asking that a verbal complaint is confirmed in writing, witness statements, and notes from interviews with those who may have pertinent information. The alleged victim will be interviewed first and asked to provide names of additional parties. Confidentiality will be maintained where possible but not guaranteed, throughout the investigatory process to the extent practical and appropriate under the circumstances. Information regarding the complaint and investigation will be shared only with the persons who have a need to know, as determined by the Executive Director and/or the Board.

Resolving the Complaint

Upon completing the investigation of a harassment complaint, Promise will communicate its findings and intended actions to both the alleged victim and the alleged harasser.

If the investigation finds that harassment occurred, the harasser will be subject to appropriate disciplinary procedures, as further outlined below. If the offending person is not an employee, appropriate corrective action will be taken. If the investigation determines that no harassment has occurred, this finding will be communicated to the alleged victim as well as the alleged harasser. The School will provide each individual with appropriate information pertaining to what steps the School took during the investigation as well as how the School came to the determination that no harassment had been verified.

Sanctions

Individuals found to have engaged in misconduct constituting harassment will be disciplined, up to and including termination. Appropriate actions will be determined in the sole discretion of Promise without considering disciplinary input from the victim. Appropriate action may include, but is not limited to, reprimanding the offender, documenting the occurrence in the personnel file, referral to counseling, withholding of a promotion, demotion, reassignment, temporary suspension without pay, or termination of employment.

Additionally, if an investigation reveals that a complaint of harassment was not made in good faith, or that the individual provided false information in the complaint or during any investigation, disciplinary action may be taken against said individual. This provision is intended only to apply to complaints made for ulterior motives or to individuals providing intentionally misleading information in a complaint or during an investigation. Disciplinary action will not be taken against an individual who made a complaint in good faith, which complaint could not be substantiated, or to an individual who cooperated in good faith with an investigation.

Immigration Law Compliance

Promise is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Promise within the past three years, or if their previous I-9 is no longer retained or valid.

Hiring of Employees

Employee Qualifications

The Board will comply with Ohio Revised Code Chapters 3307 and 3309. Any and all open positions must be advertised to ensure that any and all qualified candidates have a chance to apply. Ads for employees are placed in newspapers and/or on internet websites of broad and general circulation.

Interviews

The Executive Director or their designee reviews resumes of job applicants and will determine which applicants to interview for teaching and non-teaching positions. The Executive Director will interview candidates and make hiring recommendations to the Board. The prospective employees are expected to bring the following to the interview:

- Official transcripts and Ohio State certification (for positions requiring these)
- Necessary health certificates, including TB test verification
- Completed application form or comprehensive resume
- Two letters of reference

The Executive Director or their designee will ensure that the applicant is aware that completion of a Bureau of Criminal Identification and Investigation and FBI criminal background check as required by Ohio law must be completed before hiring can occur. Every employee must undergo a criminal background check. Before an applicant will receive an offer of employment, Promise must receive reports from the BCI and FBI that meet the requirements defined by the Ohio Department of Education for school employees.

Teachers must comply with all licensure requirements established by the Ohio Department of Education. Teachers may be required to possess other such experience, training or special skills as may be required by the Board or Promise's administration for any specific position.

Offer of Employment

Before an applicant will receive an offer of employment, the Executive Director or their designee must:

1. Confirm that the applicant has been approved by the Board.
2. Confirm that budgeted funds are available.
3. Confirm prior employment (employment verification).
4. Communicate with at least two (2) references provided by the candidate.
5. Have in its possession reports from the BCI and FBI that meets the requirements defined by the Ohio Department of Education for school employees.

*The school recognizes that there may be a time lag in offering employment and

receiving updated or new BCI/FBI documents. As such, the employee must show proof of having applied for documents until such a time as the official documents have arrived. Proof constitutes official receipts from BCI/FBI web-check providers. If the new employee is unable to provide this proof within 5 school days, they will not be allowed to collect pay or be in the building until such time they provide proof or the school has received the documents.

Upon completion of all of the above requirements, the Executive Director or their designee may offer the applicant a position with the school, pending Board approval. All employees are employed “at-will,” and the employment may be terminated at any time, for any reason, or for no reason at all.

Employees generally fall into one of each of the following categories which impact their rights and responsibilities with respect to their employment: exempt or non-exempt; and faculty or administrative. Exempt or non-exempt refers to the employee’s status under the Fair Labor Standards Act. Faculty or administrative refers to the employee’s primary responsibilities of employment. Any employee that is uncertain about their employment category should contact the Director of Operations for more information.

Personal Information and Access to Personnel Files

“Personal Information” means any information that describes anything about a person, indicates actions done by or to a person, or indicates that a person possesses certain personal characteristics, and that contains, and can be retrieved by, a name, identifying number, symbol, or other identifier assigned to a person.

Promise maintains personnel files on each employee in accordance with the Personal Information Systems Policy. These files may contain the following Personal Information: application for employment; resume; copies of personal references; job evaluations; professional credentials or certification; copies of performance appraisals; disciplinary warning notices and/or actions; letters of recommendation; criminal background reports and any notices, writings or reports related to the employee.

Personnel files are the property of Promise, and access to the information they contain is restricted. This is subject only to applicable requirements of public records law. Generally, if Promise’s Board has a legitimate reason to review information in a file, then it is allowed to do so. The Executive Director or their designee is directly responsible for the Personal Information systems and shall take reasonable precautions to protect personal information in the system from unauthorized modification, destruction, use, or disclosure. Generally, Personal Information may not be accessed without first completing a request to the Executive Director or their designee in the manner as prescribed by the Executive Director or their designee.

The Executive Director or their designee may grant access to all or part of the Personal Information systems for employees whose jobs require such access. All employees granted

access to any Personal Information in the files shall be informed of the substantive provisions of the Board's Personal Information Systems Policy. In an effort to protect Personal Information in the system from unauthorized modification, destruction, use or disclosure, the Executive Director or their designee shall keep a log of authorized parties and specific access granted, and all Personal Information systems shall be password protected.

Promise shall maintain and use only Personal Information that is necessary and relevant to the functions that Promise is required to perform and shall eliminate Personal Information when it is no longer necessary and relevant to those functions pursuant to the School's Record Retention Policy and Ohio law.

If an employee is asked to supply Personal Information to be maintained in Promise's personnel files, Promise shall inform the employee whether that information is legally required, or whether the employee may refuse to provide the Personal Information.

Employees who wish to review their own files should contact the Executive Director or their designee to arrange an appointment. With reasonable advance notice, employees may review their own personnel files during reasonable business hours and know who has accessed their information. Employees have the ability to dispute any information contained within their personnel file. Promise shall, within ninety days, make a reasonable investigation into whether the information has been verified or needs to be deleted as inaccurate. If the employee disagrees with the findings, they may advise the Board and include a brief statement (not to exceed 100 words) as to their position on the disputed information to be kept within the personnel file. Contact the Executive Director for more information on this policy.

Student Records

Student records will be collected and maintained in Promise's office. These records shall be available pursuant to Ohio law. Each employee is responsible for safeguarding any confidential information, including that of individual students, obtained during employment. In the course of your work, you may have access to confidential information regarding students, parents, our suppliers, or perhaps even fellow employees. You have the responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties and consistent with law. Any disclosure of information contained within a student record should only be made after authorization from the Executive Director or the record custodian.

Confidentiality of Records

If Promise receives any confidential, or otherwise protected, information, Promise will maintain the confidentiality of such information unless directed to do otherwise by a court of law, to the fullest extent permitted by law. Employees who have access to any confidential information

and/or copyrighted or other protected information, shall not share, disclose, or alter in any manner without first obtaining written authorization from the Executive Director specifying what actions the employee is allowed to take with regards to this protected information.

Drug-Free Workplace and Alcohol and Drug Testing Policy

It is Promise's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, all employees are required to report to work, or work-related activities, in appropriate condition to perform their jobs in a satisfactory manner. All employees are required to abide by the terms of this policy. Should any employee feel they are unable to report to work, they are to contact the Executive Director or their designee and request a day-off. Those who are found to violate the policy, as set forth below, will be disciplined up to and including termination.

Prohibited Conduct

While on Promise's premises or any facility maintained by Promise, while conducting school-related activities off Promise premises, or while in Promise-supplied vehicles or personal vehicles in route to work-related activities, no employee may use, possess, distribute, manufacture, sell, or be under the influence of alcohol or controlled substances. Controlled substances include illegal drugs as well as prescription drugs for which an individual does not have a valid prescription, or abusive use of prescription drug.

Promise may permit the limited and responsible use of alcohol at its offsite school sponsored social and fundraising events. Only the Executive Director or Board may authorize such use of alcohol at work-related or school sponsored events. In such cases, it is each employee's responsibility to act in a professional and responsible manner, and alcohol consumption should be limited and controlled. The legal use of prescribed drugs is permitted on the job only if, in the opinion of a health care provider, it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals and themselves in the workplace, and the health care provider provides written documentation of such opinion. Should an employee or applicant require reasonable accommodations due to effects related to prescription drugs, they must notify the Executive Director or their designee and the School will make any necessary accommodation, unless doing so would impose an undue hardship for Promise.

Employees working at Promise are a valuable resource and for that reason, their health and safety is of paramount concern. Employees have the right to work in a drug-free environment. Promise is, therefore, committed to maintaining a safe workplace, free from the influence of alcohol and drugs.

Additional Prohibitions

Promise also prohibits the following:

- Refusing consent to testing or to submit a urine, blood, or other sample for testing when requested by management.
- Switching or adulterating any urine, blood, or other sample submitted for testing.
- Refusing to submit to a search when requested by management in accordance with this policy.
- Failure to adhere to the requirements of any alcohol or drug treatment or counseling program in which the employee is enrolled.
- Arrest or conviction under any criminal drug law.
- Arrest or conviction under any law prohibiting driving under the influence of alcohol or other drugs.
- Failure to notify the school of any arrest or conviction under any criminal drug law or laws prohibiting driving under the influence of alcohol or other drug, within five (5) days of the arrest or conviction.
- Refusing consent or refusing to submit to pre-employment testing.

Consequences for Violation of this Policy

Violation of this policy may result in disciplinary action, including termination, at Promise's sole discretion. Any violation will be investigated on a case-by-case basis considering the particular circumstances of each incident.

In addition to any disciplinary action, Promise may refer the employee to a treatment and counseling program for alcohol or drug abuse.

The results of, or an employee's refusal to submit to, any chemical/drug/alcohol test described herein may, in addition to any disciplinary action imposed, disqualify an employee from receiving compensation and benefits under Ohio's workers' compensation laws.

Drug or Alcohol Testing

Whenever Promise has a good-faith basis to believe that an employee's work performance or on the job behavior may be affected in any way by alcohol or drugs, it may require the employee to submit a urine, blood, or other sample for testing. Good-faith basis is further detailed below in the Types of Testing section.

Promise will afford employees subject to testing the opportunity, prior to testing, to list all prescription and non-prescription drugs they have used in the last thirty (30) days and to explain the circumstances surrounding the use of such drugs. Prior to requiring a test, Promise will also provide the employee a reasonable opportunity to dispute they were under the influence during work or work-related activities.

Employees subject to testing must sign an approved form consenting to the testing and consenting to the release of the test results to Promise. Refusal to sign the consent form will be

considered as a positive test and will result in termination, and may result in denial of workers' compensation benefits.

Promise, prior to taking any disciplinary action, will give all applicants and employees who test positive the opportunity to explain in writing the test results.

Types of Drug or Alcohol Testing

Promise has determined that in order to implement this policy, "reasonable suspicion" drug or alcohol testing may be required in addition to a pre-employment drug screening. If the Executive Director and one other staff member agree that a good-faith basis exists to suspect a violation of this policy, the School will require a drug or alcohol test. Good-faith basis includes but is not limited to, observations such as:

- Odors coming from the suspected employee that signify the use of illegal drugs or alcohol;
- Unsteady, abnormal, or fidgety movements;
- Dilated pupils, or red or hazy eyes;
- Physical symptoms of alcohol or drug use, such as a flushed face, confused look, slower than normal speech, and others; and
- Other actions or inactions of the employee that is inconsistent with their typical behaviors.

Before requiring a "reasonable suspicion" test, the employee will be provided with a reasonable opportunity to explain their status. Should the Executive Director determine that a "reasonable suspicion" test is warranted, the employee will be required to submit to said test within two hours. Refusal will be considered as a positive test and Promise will begin disciplinary actions, including and up to, termination. Should a "reasonable suspicion" test be required, the School will not permit the employee to drive and instead will coordinate a ride from either a supervisor of the employee or arrange for transportation and cover said cost.

TOBACCO USE

Promise is a tobacco free workplace. The use of cigarettes, e-cigarettes, vaporizers, chewing tobacco, other tobacco and tobacco products, and "dipping" snuff on school premises are prohibited by students, Staff, and employees.

Medical Examinations

Employees may be required to undergo medical examinations from time to time during their employment if, in the judgment of Promise, such examinations are shown to be job-related and consistent with business necessity. A school-designated health care provider may perform examinations, or the employee may be required to provide results of a medical examination from the employee's health care provider. Promise will maintain employee medical records in a

file separate from other personnel records, and access to such medical information will be restricted as allowed or required by law.

Searches of School or Personal Property

Any desk, office, laptop or computer, or other items provided to the employee by Promise remain property of the School. The employee shall have no expectation of privacy regarding School property. School property may be searched upon authorization of the Principal. If the Principal, in a good-faith manner with reasonable suspicion, believes that an employee is violating any law or School policy, they may request a search of the employee's personal belongings.

Social Media Policy

Although social media can be useful for many purposes, social media can also blur the lines between personal voice and institutional voice and a responsibility exists to maintain an atmosphere of professionalism consistent with federal and state laws, board policies, and school rules and regulations.

Definition of Social Media

Social media tools offer the opportunity for users to gather in online communities of shared interest and to create, share, or consume content. For the purposes of this policy, social media is any online publication or presence that allows end users to engage in multi-directional conversations in or around the content on the website. Examples of social media include, but are not limited to, the following:

- Social Networking Sites (LinkedIn, Facebook);
- Micro-blogging Sites (Twitter);
- Blogs (including school and personal blogs);
- Online Encyclopedias (Wikipedia); and
- Video and photo-sharing websites (YouTube; Flickr);
- Conversation pages, discussion boards, message boards, news forums, wikis, virtual worlds, or any other websites that allow users to publish user generated content.

Once something is posted online, it can become viral and may never be completely eliminated—even if deleted. Public online forums and websites are accessed by many people, including Promise's parents and students and may reflect upon the posting employee and/or Promise.

Social Media Guidelines

Employees are advised to exercise discretion and good judgment and act in a positive, professional, and ethical manner in using social media tools when they are representing Promise and when they are discussing Promise, aspects of their job or employment with Promise, school-related issues or other issues impacting Promise, or any matters impacting the perception of Promise. Employees are personally responsible for the content they publish via social media tools and should have no expectation of privacy in such forums. Employees should monitor the content of their “pages” and remove anything that violates the terms of this policy or any other policy immediately.

Only the Executive Director, or their designee, may authorize the use of any School logo or name with regard to posting on any social media. Only those designated by the Executive Director, or their designee, to post on social media on behalf of the School may represent or imply that said post is from the School.

Promise employees are encouraged to use appropriate privacy settings to control their personal social media sites. Despite privacy controls, employees cannot always be sure who will view, share, or archive the information they post online. Promise employees should exercise caution, sound judgment, and common sense when using social media sites. The contents of social media communications should project a professional image and should not undermine the employee’s ability to maintain the respect of colleagues, parents, and students and to perform jobs duties satisfactorily.

Social Media and Compliance with School Policies

Promise employees are responsible for ensuring that their social media posts are consistent with Promise’s policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject to disciplinary action up to and including termination.

Disruption of School

Promise employees are reminded that posting via social media that causes a substantial disruption of a classroom or School activity may result in disciplinary action up to and including termination. Promise further recommends that if an employee would not say the comment in front of a student or School administration, then it should not be posted via social media.

Confidential or Proprietary Information

Promise employees are prohibited from posting on any social media site confidential or proprietary information about Promise or its directors, employees, students or volunteers. Promise employees must follow all applicable federal and state laws, board policies, and school rules and regulations.

Communications with Students

To help ensure a professional and appropriate relationship with students, Promise employees may not communicate with currently enrolled students on personal social media sites, subject to the following exceptions: (1) communications with an employee's relatives; and (2) if an emergency setting requires such communication, in which case the Promise employee must notify their supervisor as soon as possible.

Use of Promise Intellectual Property

Promise employees are prohibited from using on personal social media sites Promise's logo, or any other school images, and the school's name to promote a product, cause, or political party or candidate.

Use of School Time and Property

Promise employees are prohibited from using social media while on work time or on equipment provided by the School, unless it is work-related as authorized by a supervisor or by School policy. Promise employees may not use Promise email addresses to register on social networks, blogs, or other websites for personal use.

Personal Opinions

Promise employees may not represent themselves on personal social media sites as a spokesperson for Promise. If Promise is a subject of the content, the employee must be clear and open about the fact that you are not speaking on behalf of Promise. If an employee wishes to publish a blog or post online related to Promise work or subjects associated with Promise, they must make it clear that they are not speaking on behalf of Promise. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Promise."

Instructional Use of Social Media

Approval from the Principal is needed prior to using social media for instructional purposes. When permission is granted, teachers are responsible for the content and activity of any social media applications being used as part of their curriculum and instruction and are expected to monitor these applications regularly. The same rules and policies that govern student conduct at School apply to their social media activity when social media is used part of the curriculum. Teachers are responsible for enforcing rules and policies in the social media arena as in the classroom.

Retaliation is Prohibited

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

against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Protected Rights and Activities

This policy shall not be construed or applied in a manner that improperly interferes with any employee's rights protected under state or federal law.

Safety

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

All accidents on School property, on School transportation and at School-sponsored events must be reported to the Executive Director or their designee immediately. An accident report form must be completed as soon as possible following the accident and turned into the Executive Director or their designee. These reports will be compiled, summarized and submitted to the Board on a regular basis. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Evaluation of Employee Performance

Every staff member will receive at least one formal performance evaluation during the year which will incorporate all ongoing assessments (observations) made frequently throughout the year.

The performance evaluation process is designed to provide the information employees need in order to maintain or improve their performance. The results of the performance evaluation will be used to assess continued employment and the level of compensation for the following year. The evaluator and employee being evaluated each sign and date the evaluation, and a copy is placed in the employee's personnel file.

The Board will annually evaluate the performance of the Principal and Executive Director.

Disciplinary Procedure

Disciplinary Action, Termination and Dismissal of Staff

Disciplinary action, up to and including the recommendation that an employee be terminated, may be taken by the Principal or Executive Director at such times and in such a manner as is deemed necessary and appropriate. All disciplinary actions shall be promptly reported to the Board's HR Task Force or the Board President.

The Principal or Executive Director may recommend the termination of an employee to the Board. All employees are employed at-will. The Board has the ultimate authority to make termination decisions and may do so regardless of whether or not it is recommended by the Principal or Executive Director. The Principal or Executive Director may also choose to recommend the employee's termination based upon the principles of "at will" employment, for any or no reason at all, or pursuant to the terms of any employment contract, if one exists. The Principal and Executive Director, after obtaining the approval of the Board President, have the ability to place an employee on an unpaid leave of absence pending investigation into an allegation of any policy violation, misconduct or illegal activity until such a time as a final determination is made. The Principal or Executive Director, or their designee, may solicit information from any source, including, but not limited to, the employee and/or the employee's direct supervisor. This information will be provided to the Board for its consideration regarding termination.

The following disciplinary steps are examples of progressive disciplinary procedure. These steps may not be followed in each and every situation depending on the specific circumstances.

Step 1: Oral Discussions and Warning

The initial step of the progressive disciplinary procedure is for the supervisor to discuss the problem with the employee as soon as possible after the incident or awareness of the problem occurs. The supervisor should discuss the problem, suggest ways to improve or to correct the problem, and identify a time period for corrective action. The employee shall be allowed a reasonable opportunity to be involved in developing ways to improve or correct the problem.

Step 2: Written Warning

The second step is for the supervisor to provide the employee with a written warning. The step is generally taken when the initial step does not correct the problem, although a supervisor may determine that a written warning is warranted as the initial step. When a written warning is given to an employee, the supervisor should meet with the employee, outline the problem, suggest ways to improve or correct the problem and identify a time period for corrective action. Failure to comply with the corrective action may result in further disciplinary actions, including suspension or termination. The specifics of this discussion should be documented in a letter or memorandum that is provided to the employee and placed in the employee personnel file. A copy of the letter or memorandum should also be initialed by the employee. If the employee refuses to sign it, this should be documented by the supervisor.

Step 3: Suspension

Suspension is generally limited to two circumstances, each of which must first be approved by the Board President. First, a supervisor may determine that suspension should be used as a corrective measure to emphasize the seriousness of a problem. Second, suspension may be used because termination appears warranted but the supervisor needs time for an investigation to be conducted to determine if termination is actually warranted. In any event, suspension is for a specified period and, except for exceptional circumstances, without pay.

Step 4: Termination

If prior measures fail to correct a problem, the final step in the progressive discipline procedure is termination. If the Executive Director is satisfied that termination is appropriate, termination may be recommended to the Board. Alternatively, the Board may determine that termination is appropriate independently of any recommendation by the Executive Director. The circumstances that led to the decision to terminate the employee should be documented by the Executive Director, or their designee, and/or the Board. Some violations will warrant the immediate termination of an employee and may skip the above-mentioned steps. The School shall document the violation, steps taken to investigate said violation, and the discussion amongst Board members that determined immediate termination to be appropriate.

Considerations for Termination

In certain circumstances, as an at-will employer, the Board may choose to terminate an employee without cause. Whether an employee is “at will,” or, serving under a contract that requires cause for termination, listed below are some reasons which may result in an employee being terminated. This list is not intended to contain all possible reasons for termination.

- Theft or dishonesty;
- Intentional destruction or unauthorized use of school property;
- Falsification of school records;
- Unacceptable work performance, including irregular or tardy attendance;
- Willful violation of school policies or property;
- Unacceptable attendance record;
- Providing inappropriate assistance or information to students on tests;
- Threatening, harassing, assaulting or abusing any student, employee or visitor;
- Fighting, physical violence and verbal abuse;
- Possession of firearms or explosives;
- Violation of the drug, alcohol and/or smoking policies;
- Intoxication or use of alcohol on school property;
- Use, sale or possession of unlawful drugs on school property
- Sleeping on duty;
- Neglect of duty and disruption of others;
- Insubordination or inefficiency;
- Abuse or inappropriate access of confidential information;
- Willful violation of school safety or security regulations;

- Violation of procedures or policies of the school;
- Unequal application of procedures or policies of the school;
- Conduct unbecoming to a teacher or school employee.

Resignation

When an employee wishes to resign the School requests that the employee submit their resignation in writing at least 30 days prior to the effective date in order to consider the School and student's needs regarding replacing the employee.

Employee Information Changes

It is the employee's responsibility to notify Promise, in writing, of any changes which may affect payroll deductions such as: change of marital status, dependents, tax exemptions, etc. It is also required that written notification be given in the event of changes in address, telephone number, or emergency contact information.

Health Insurance and Other Benefits

New Hire Probationary Period

New non-exempt employees will undergo a 60-day probationary period during which time they will work together with their supervisors to establish expectations and goals and reflect on their experiences and performance within the role.

Health Insurance

All eligible employees may participate in the medical insurance plan provided by Promise. Eligibility requirements are defined in the policy. The Board will annually review and evaluate the coverage provided and may, from time to time and in its sole discretion, modify the insurance coverage or change providers. Promise will pay a percentage of the cost for each employee. Promise reserves the right to change its contribution towards insurance coverage at any time. For information on medical insurance, including eligibility, contact the Director of Operations.

An employee who resigns from their employment will have Board paid health insurance only through the end of the month in which their resignation is effective. Faculty employees that complete their service responsibilities for a given school year shall continue to receive health insurance benefits, consistent with insurance policy rules and regulations, throughout their existing contract period.

Workers' Compensation Insurance

As required by law, all employees are covered by Workers' Compensation Insurance, which may provide benefits for injuries or illness that occur as a result of employment at Promise. Any injury, regardless of its apparent seriousness must be reported immediately to your supervisor. Failure to immediately report an on the job injury may result in discipline up to and including termination. For more information regarding Workers' Compensation Insurance, contact the Director of Operations.

STRS/SERS

By law, certain employees may be covered by the State Teachers Retirement System (STRS) or the State Public Employee Retirement System (SERS). Determinations will be made based on law, facts and circumstances, in conjunction with applicable professional advisors and governmental agencies. For eligibility requirements and more information, contact the Director of Operations.

Unemployment Compensation

By law, most workers are insured for unemployment compensation, which provides income payment in certain conditions for a period of weeks if you lose your job under certain conditions. For more information on requirements and other qualifications or unemployment compensation, contact the Director of Operations.

Paid Time Off ("PTO")

1) Personal Days (Faculty Only). All full-time exempt faculty members will accrue a total of 10 PTO days, 5 days on August 1 and 5 days on January 1 of each school year. The leave shall be granted upon written request to the Principal at least three (3) days prior to the proposed leave, except in the case where prior notice is not possible. Except with respect to PTO days used in conjunction with Maternity Leave, discussed below, personal leave days shall not be taken the day preceding or the day following a school holiday or vacation period. In addition, personal days may not be taken on school in-service days, professional development days, weeks designated as assessment weeks by the Principal, or during the first or last week of the School calendar. Personal leave days do not carry-over from year-to-year nor is there monetary value to unused days.

2) Personal Days (Administrative Staff Members – Exempt) - All full-time exempt administrative employees ("ASM"), are granted a total of 15 PTO days each school year.

3) Personal Days (Administrative Employees – Non-exempt) - All full-time non-exempt administrative employees are granted a total of 5 PTO days each school year. With regard to paid leave, all new non-exempt employees require a 60-day probationary period before being eligible for paid time off.

NOTE: A full-time employee who transfers from another school system will be credited with part of the unused balance of their sick leave from that system. Promise will honor the use of up to three (3) of the transferred days during the first year of employment only. Following the initial three (3) days of sick leave, only time earned while employed by Promise will be honored.

Employees can use PTO for a variety of purposes including vacation, personal illness or injury, illness or injury of a family member, medical appointments, religious observances (on days the school is not closed to all) or personal business that can't be scheduled on your days off. The PTO program offers you flexibility in choosing how and when to use the paid time granted to you and replaces all existing vacation, sick time, and personal days granted under prior policies. However, be careful to use this time responsibly. Be aware of how much time you use and save some time for emergencies.

Employees shall have their available PTO days prorated based upon their date of hire. Please see the Director of Operations for your specific PTO calculation.

Consistent with the Americans with Disabilities Act, the Principal or Executive Director may require documentation from a health care provider and/or a fitness for duty exam depending on circumstances surrounding an employee's absence.

Additional PTO Details:

- Pay in lieu of time off is not available.
- PTO hours remaining at the end of the fiscal year cannot be carried over to the next year.
- PTO can be taken only in half or whole-day increments.
- Earned PTO days must be taken prior to the start of a requested and approved leave of absence.
- PTO for must be approved by the employee's supervisor. PTO for the Principal must be approved by the Executive Director. PTO for the Executive Director must be approved by the Board President or their designee. To schedule PTO time, employees must submit a completed PTO Form to their supervisor at least one week before the requested leave. Employees must ensure that they have enough leave available to cover the dates requested. Requests will be approved based on a number of factors, including but not limited to, operating and staffing requirements. The supervisor should return the leave request to the employee within two business days of the date it is submitted indicating that the request has been approved or denied. If the request is denied, the supervisor should provide an appropriate reason on the form returned to the employee.
- In the event of illness, emergency, or urgent matter preventing an employee from requesting PTO in advance, the employee is to notify their supervisor no later than the start of the workday (unless the situation makes this impossible) and explain the need for unscheduled time off. Employees who miss 3 or more consecutive unscheduled days due to illness are to provide a statement from a health care provider concerning the justification for the unscheduled absence. Employees who miss 3 or more consecutive

unscheduled days due to other unforeseen circumstances may be required by their supervisor to provide written justification for the unscheduled absence.

- Upon termination of employment, any remaining PTO hours will be forfeited. Employees that exceed their allotted PTO shall have their compensation adjusted accordingly.

Jury Duty

- Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must give reasonable notice to their supervisor and provide a copy of the jury summons. The employee shall be paid for time off for jury duty up to 10 days of service.
- Additionally, Promise shall not terminate, or threaten to terminate, any employee who is summoned to serve as a juror, if the employee gives reasonable notice of the summons for jury duty to Promise and the employee is absent because of actual jury service.

Maternity Leave and Paternity Leave.

Maternity Leave: Faculty members and non-faculty administrative staff members are eligible for maternity leave of up to 8 weeks. During Maternity Leave, an eligible employee is entitled to 5 PTO days in addition to the PTO days described in Sections 1 and/or 2, above. Employees must be continuously employed by Promise for at least 6 months in order to be eligible for Maternity Leave. Employees intending to take Maternity Leave shall notify the Executive Director of the need for Maternity Leave and estimated timing and duration of such leave at least 60 days in advance. All Maternity Leave shall be available immediately preceding and/or immediately following the birth of a child and must be used consecutively. An employee may use any accrued PTO should the employee require more time upon completion of the Maternity Leave.

Paternity Leave: Faculty and non-faculty administrative staff members are eligible for paternity leave of 5 PTO days in addition to the PTO days described in Sections 1 and/or 2 above. Employees must be continuously employed by Promise for at least 6 months in order to be eligible for Paternity Support. Employees intending to take Paternity Leave shall notify the Executive Director of the need for leave and estimated timing and duration of such leave at least 60 days in advance. All Paternity Leave days shall be available immediately preceding and/or immediately following the birth of a child and must be used consecutively. An employee may use any accrued PTO should the employee require more time upon completion of the Paternity Leave.

Paid Holidays and Work Schedule

Faculty are expected to report to work consistent with the School calendar. All full-time administrative employees (exempt and non-exempt) are required to report to work on days

when school is not in session, including over summer and Intervention weeks, except for the paid holidays per the calendar adopted by the Board each year.

School Closing/Calamity Days

In the event of a school closure due to emergency, inclement weather or similar reason, staff are not expected to report to the School. In such event, ASM are expected to continue to devote their full time and effort to the performance of their duties. ASM are expected to check in remotely with the Executive Director during school closings and to remain available to carry out their responsibilities to the fullest extent reasonably and safely possible.

Comp-time and Overtime

Promise does not provide for any “comp-time” allowances. Overtime should be avoided when possible. Any overtime incurred by a staff member needs to be approved in advance by their supervisor and the Executive Director. Promise’s “work week” is defined as a 168-hour period comprising seven calendar days, beginning on Monday and ending on the following Sunday. Promise employees, who are not exempt from the Fair Labor Standards Act, shall receive overtime pay for approved hours worked over 40 in a work week at a rate equal to 1.5 times their regular rates of pay. Consult with the Director of Operations with questions regarding your eligibility for overtime.

After obtaining approval in advance from the Executive Director, non-exempt employees who work more than 40 hours in a workweek must provide a written account of the hours worked during that work week, which must show the number of hours worked on each day of the work week, and must show which hours of each day of the work week that the employee worked. This does not include PTO days or holidays. An employee who documents overtime work without prior approval from the Executive Director will be paid based on the above information. However, employees who work overtime without prior approval may face disciplinary actions up to and including termination.

Building Hours

The building is considered open from 8:00am – 4:00pm Monday - Friday. There must be an ASM present during these hours to handle any emergencies and open/close the building. Scheduling to ensure coverage during these hours is the responsibility of the Principal.

Hourly time reporting

Non-exempt staff are to report their hours on a weekly basis. If hours are not reported on time by the employee, no hours will be reported to payroll. All employees will be paid for the work they have completed, however, absent documentation of hours worked will require the Executive Director, Principal, or their designee, to consult with the employee and their supervisor to determine the correct amount of time. Continued failure to properly report

hours worked may result in disciplinary actions, up to and including termination. Time reported will include actual hours worked.

Telecommuting

ASM who have been employed continually for at least six (6) months may be eligible to work from home (Telecommute) in the event their job duties permit it and they have first obtained approval from the School Principal. The Principal shall develop an application for ASM to utilize to apply for Telecommuting privileges and the Principal shall evaluate factors, including but not limited to the following when determining whether Telecommuting is appropriate in a given situation: nature of the relevant ASM's duties, access to appropriate equipment/material/records, demonstrated work history, and potential impact on School operations. Each completed application for Telecommuting must include the period of time for which Telecommuting has been approved and the specific dates and hours the ASM will Telecommute. As determined necessary by and in the sole discretion of the Principal, ASM previously approved and scheduled for Telecommuting may nonetheless be required to perform their job duties on-site at the School facility. ASM are expected to devote their full time and attention to their employment duties during Telecommuting in the same manner as expected while working at the School facility and ASM assume responsibility for the damage or loss to Promise Academy property as well as personal injury related to their Telecommuting. ASM remain subject to all Promise Academy policies while Telecommuting.

Professional Development

Successful classroom teachers are the single most important agent for enabling Promise to meet its mission in the lives of its students. Dependent on annual budget, the School will make funds available to teachers to support the individual growth needs of faculty as aligned to School academic and social/emotional growth goals. The Principal will make the annual amount available to faculty known during annual orientation and will work with faculty on planning and usage. All professional development must be approved by Principal, considering factors such as, but not limited to, School need, timing, and staff tenure.

Travel

The school recognizes that occasional travel may be required to participate in larger academic and community-based opportunities, as aligned with school priorities and approved by the Executive Director or the Board. To help provide clarity of expectations and process the school has created a comprehensive travel and expense policy found in the appendices of this handbook.

Charter Contract Termination

If Promise receives notice of termination from its charter authorizer at any time, School officials will notify all employees in a timely manner once it is clear that another resolution cannot be reached and it will be necessary for the School to close. In this situation, and when appropriate,

letters of recommendation will be provided for all employees, at their request, by the Principal or Executive Director.

Whistleblower Policy

Promise employees must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws, Board policies, and administrative guidelines. It is the responsibility of all directors, officers, and employees who are aware of conduct on the part of any Board member, officer, or employee that possibly violates federal or state law, or Board Policy, to report violations or suspected violations in accordance with this Whistleblower Policy.

Reporting Responsibility

The Ohio Revised Code prohibits employers from taking any disciplinary or retaliatory action against an employee for making a report of a violation of any state or federal statute which an employee believes is:

- (1) a criminal offense that is likely to cause either an imminent risk of physical harm to persons or a hazard to public safety,
- (2) is a felony;
- (3) an improper solicitation for a contribution.

Employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of any law that the Board has the authority to correct and they do not make a report confirmed in writing to the Principal, Executive Director or the Board.

If an employee becomes aware in the course of their employment of violations of Ohio Revised Code Chapters 3704 (Air Pollution Control), 3734 (Solid and Hazardous Waste), 6109 (Safe Drinking Water) or 6111 (Water Pollution Control) that is a criminal offense, the employee may notify, orally or written, any appropriate public official or agency that has regulatory authority over the employer and the industry, trade, or business in which the employer is engaged.

Reporting Violations

In order to receive the protection afforded by the Revised Code, the employee must orally notify his or her supervisor of the violation and subsequently file a written report with the supervisor that provides sufficient detail to identify and describe the violation. If the employee is unable to report the violation to his or her supervisor, the oral and written reports must be made to the Board. Employees must make a reasonable and good faith effort to determine the accuracy of any information that is reported verbally or in writing.

If the employer does not correct the violation or make a reasonable and good faith effort to correct the violation within twenty-four hours after the oral notification or the receipt of the report, whichever is earlier, the employee may file a written report that provides sufficient

detail to identify and describe the violation with the prosecuting authority of the county or municipal corporation where the violation occurred, with a peace officer, with the inspector general if the violation is within the inspector general's jurisdiction, or with any other appropriate public official or agency that has regulatory authority over the employer and the industry, trade, or business in which the employer is engaged.

The employer will not retaliate or take part in any form of reprisal against the employee bringing the complaint. Employees who believe they may have been subject to retaliation should report suspected retaliation to the Board President.

An employee may be subject to discipline if it is determined that the report of wrongdoing was knowingly fabricated by the employee or was, knowingly distorted, exaggerated or minimized to either injure someone else or, to protect the reporting party or others.

Complaints of harassment will be handled in accordance with the anti-harassment policy.

In addition, the Ohio Auditor of State's office maintains a system for the reporting of fraud, including the misuse of public money by any official or office. You may make an anonymous complaint through a toll-free number, through the Auditor of State's website, or through the United States mail at:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

Ohio Auditor of State's Office Special Investigations Unit
88 East Broad Street
P. O. Box 1140
Columbus, OH 43215
Web: www.ohioauditor.gov

Acknowledgement Form Whistleblower Policy

Acknowledgement form for Whistleblower Policy

I, _____, acknowledge that I have been provided information related to Promise's Whistleblower Policy about reporting employer or fellow employee violations of law as described in Section 4113.52 of the Ohio Revised Code and agree to be bound by the terms and conditions contained therein. I further acknowledge I have received and read information about protections I am provided when using the fraud reporting system operated by the Ohio Auditor of State's office.

My signature below acknowledges receipt of the above-mentioned information.

Print name: Title: Signature: Date:

Employee Acknowledgement Form

The employee handbook describes important information about Promise, and I understand that I should consult the Executive Director, Principal or their designee regarding any questions not answered in the handbook.

I understand that the handbook is not a contract of employment, and unless a written contract states otherwise, that I work at Promise Academy “at-will,” meaning that I am free to leave Promise Academy at any time, with or without reason, and that Promise has the same right to end its employment relationship with me at any time, with or without cause, as long as there is no violation of applicable federal or state law. No one at Promise has authority to make a contrary agreement with me except with Board approval.

I understand that this handbook contains general statements about current school policy, and that Promise retains the right to revise or modify the terms, information, and policies at its sole discretion and at any time.

I understand that if I have knowledge, either direct or indirect, of harassment or discrimination in any form, I am obliged to report the circumstances immediately to the Executive Director or their designee, or, to another supervisor if necessary.

My signature below acknowledges that I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

I understand that I should consult with my supervisor regarding any questions I may have about school policies and practices.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

Appendix A Travel Policy

Travel and Expense Reimbursement Policy

Purpose

The School recognizes that job duties may require employees to travel or incur other expenses from time to time. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. Our policy is to reimburse only reasonable and necessary expenses actually incurred by Personnel.

When incurring business expenses, the school expects Personnel to:

Exercise discretion and good business judgment with respect to those expenses.

Be cost conscious and spend money as carefully and judiciously as the individual would spend his or her own funds. Report expenses, supported by required documentation, as they were actually spent.

Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written account of all expenses. This written expense account must be submitted within 7 business days of the completion of travel and must include:

The individual's name, if reimbursement for travel is requested, the date, origin, destination and purpose of the trip. An itemized list of all expenses for which reimbursement is requested.

Receipts

No expense will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Report original receipts from each vendor showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable). A credit card receipt or statement may be used to document the vendor and date of an expense, provided other required details of the expenditure are fully documented.

General Travel Requirements

Necessity of Travel. In determining the reasonableness and necessity of travel expenses, Personnel and the person authorizing the travel shall consider the ways in which the school will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether the benefits to the school outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered.

Air Travel

General. Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares and must be the lowest and best available rate.

Lodging

Personnel traveling on behalf of the school may be reimbursed at the single room rate in a “business economy” or “budget” hotel for the reasonable cost of hotel accommodations. A single room is the standard for reimbursement. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual’s itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels.

Out-Of-Town Meals

Personnel traveling on behalf of the school are reimbursed on a per meal basis at the following rates when they actually incur the cost of a meal. They will not be reimbursed for meals paid for or provided by others. Purchases of alcohol will not be reimbursed.

Breakfast: Lunch: Dinner:
\$ 10.00 \$ 15.00 \$ 30.00

Ground Transportation

Employees are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

Courtesy Cars. Many hotels have courtesy cars, which will take you to and from the airport at no charge. Employees should take advantage of this free service whenever possible. Another alternative may be a shuttle or bus.

Taxis. When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved.

Rental Cars. Car rentals are expensive so other forms of transportation should be considered when practical. Employees will be allowed to rent a car while out of town provided that the cost is less than alternative methods of transportation.

Personal Cars

Personnel are compensated for use of their personal cars when used for business travel. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile.

In the case of individuals using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.

Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on organization business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed. On-airport parking is permitted for short business trips. For extended trips, Personnel should use off-airport facilities.

Non-reimbursable Expenditures

The school maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a school.