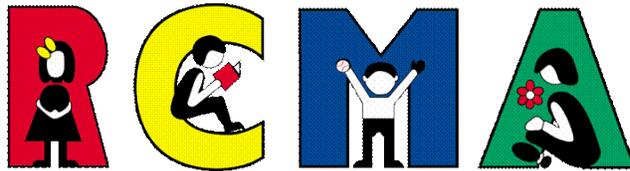


Charter School Handbook

2016- 2017



Rev. August 2016. The policies and procedures in this handbook may be revised from time to time. Any revisions will be communicated to employees in a timely manner. The printed version of the manual may not be updated regularly for immediate distribution; however, an updated copy will be posted on RCMA's intranet at all times.

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SECTION I: INTRODUCTION AND RCMA CHARTER SCHOOLS HISTORY

Introduction

This handbook is not a contract. It is a tool designed to acquaint you with general information about working conditions, benefits and policies affecting your employment at RCMA Charter Schools. Some of the information is applicable only to instructional staff and other staff in certain administration-related positions and the specific sections will be pointed out through a note.

You are responsible for reading, understanding and complying with the provisions of this handbook. Because it is impossible to anticipate every situation that may arise, you are encouraged to contact your school principal or Human Resources Department if you have any questions not addressed in this handbook.

RCMA Charter Schools History

Concerned about the problems faced by low income children, particularly migrant children, who were English language learners, RCMA explored the potential of opening charter schools at which dual language, bicultural balance and focused teaching would be the foundation. Convinced that being bilingual is a plus, RCMA planned a program that would deliver content in both Spanish and English, with strong parental involvement. Two schools were chartered in 2000, one in Immokalee and one in Wimauma. When the high stakes testing of young children to determine school grades became the practice two years later, RCMA had to adjust our original design of a mixed elementary/middle school and focus on kindergarten through grade six. Our commitment to the parents to add a middle school in rural Hillsborough, however, was honored and it became our third school in 2012. The use of technology and focus on STEM has evolved as we grew, adding more value to our program. After school programs and summer school opportunities have enabled the schools to operate year round for many of the students attending. Working with partners in the rural communities is key to our success. RCMA schools are warm, welcoming places at which parents are true partners and teachers care about all the children, not just those in their class. Developing leadership capabilities among our bilingual, bicultural students is a priority and fuels our passion to continue preparing them for the future.

RCMA Charter Schools Mission

RCMA Community Schools are committed to excellence in education. Students will be educated to reach their potential as individuals, have life choices and be provided many opportunities for success.

SECTION II: EMPLOYMENT POLICIES

Background Screening

All RCMA Charter School applicants selected for employment must submit to and pass screening regulations set forth by the Florida Department of Education and RCMA prior to the first day of work. RCMA must receive clearance documentation from each charter school's sponsor in order to formally hire a candidate for employment. Selected applicants are fingerprinted and background checked through each school's corresponding district/sponsor. Each employee is also required to be rescreened every five (5) years as required by state law. Employment status is completely dependent on the results of a person's background check.

Certifications

If your position requires you to be certified in a certain field of work, including ESE and ELL endorsements, you must have these necessary qualifications prior to starting work. If you do not possess a certification prior to starting, you will be asked to be on an education plan in order to complete these qualifications. All education plans must be followed and completed in the agreed upon time frame. Failure to do so may result in a disciplinary action up to including termination.

Orientation

During the first few days of your employment all new employees are required to attend an orientation session where information regarding RCMA workplace policies and any other state and federal law. These include the drug and alcohol policy, smoking policy, sexual harassment policy, benefits, safety guidelines, reporting requirements, blood-borne pathogens, and any other information necessary for an employee to succeed on the job.

Probationary Period

New or rehired hourly nonexempt employee, you will be on a 6-month probationary period starting on their first day of work. New or rehired exempt (salaried) employees will be on a 12-month probationary period. The 6-month or 12-month period may be extended if additional time is necessary in order to assess employee performance.

Your 6-month probationary period could be extended to 12 months if your supervisor determines a need. However, School administration may terminate your employment for any reason or for no reason as long as it is not a termination in violation of Florida or federal laws.

Work Schedules

RCMA Charter Schools typically follow their corresponding School District calendar with some exceptions. Instructional and administrative staff work the days specified in their employment agreement.

Employee Categories and Classifications

Administrative (exempt employees)

Charter School Directors -These employees have Employment Agreements that may be renewed at the end of each school year.

Instructional (exempt employees)

These employees are qualified to teach in accordance with the Florida Department of Education and are hired for that purpose. They have Employment Agreements that may be renewed at the end of each school year.

Non- Instructional (nonexempt employees)

Full time regular employees - These employees are hired to work a minimum of 30 hours a week. – They have Employment Agreements that may be renewed at the end of each school year.

Part time regular employees - These employees are hired to work less than 30 hours a week and are not eligible for certain RCMA benefits. They have Employment Agreements that may be renewed at the end of each school year.

Substitutes - These employees are hired to work when regular employees are absent. Substitutes do not have RCMA benefits with the exception of the ability to participate in the 403b.

Temporary Employees - These employees are hired to fill positions that are available temporarily (up to 12 months). Temporary employees do not have RCMA benefits with the exception of the ability to participate in the 403b

Nepotism Policy

It is the policy of RCMA not to hire individuals into positions that will cause the new employee to be within the supervisory chain of an immediate family member. Prohibited relationships include spouse, child, parent, step-parent, brother, sister, step-brother, step-sister, niece, nephew, parent-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law and cousin.

Equal Employment Opportunity Policy

Employment practices at RCMA Charter Schools are consistent with state requirements outlined in the Florida Statutes and the State Board of Education Rules as well as federal employment laws. These include the Florida Educational Equity Act (FS §1000.5), FS Chapter 760 and Title VII of the Civil Rights Act of 1964 – all of which prohibit discrimination on the basis of race, ethnicity, color, religion, gender, national origin, age, disability or marital status.

As an employee of RCMA Charter Schools, we want you to feel that you have a place where you can work free of prejudices and sexual harassment.

With regard to prejudices, RCMA Charter Schools does not tolerate any discrimination because of race, color, creed, sex, sexual orientation, age, national origin, religion, or disabilities. RCMA is fully committed to giving you a pleasant environment in which to work. We expect you to be dedicated to your work and to treat everyone with respect.

If everyone followed the guideline **“Do unto others as you would have them do unto you,”** we would never have any problems with how people are treated. Unfortunately, people need to be reminded, or given examples of what could be offensive, rude, unpleasant or nasty to others. The list below is only a guide.

Please remember that what may seem harmless fun to you may be offensive or irritating to others.

Please do not:

- criticize or make fun of a person's language
- criticize or make fun of how a person looks
- criticize or make or fun of how a person dresses

If you believe you have been discriminated against because of your race, color, beliefs, gender, sexual orientation, age, country of origin, religion or disability please contact Human Resources.

RCMA Charter Schools prohibit retaliation against employees or any other individual because of a complaint filed alleging employment discrimination.

Sexual Harassment Policy

All employees and volunteers must ensure that their work place is free of sexual harassment. RCMA does not tolerate any conduct that is sexually offensive or inappropriate. All employees must avoid any action or behavior that may be perceived as sexual harassment. Sexual harassment includes:

- any repeated uninvited, unwelcome sexual advances or offensive behavior, comments, demands, requests for sexual favors or physical or sexual contact initiated by any individual at the work place
- the use of this behavior to control, influence or affect the employment (career, salary, promotion, etc.) of an individual
- misconduct that is permitted which creates an offensive, intimidating or hostile work environment and interferes with the employee’s work performance

If an employee has a complaint regarding sexual harassment by anyone at work including

supervisors, co-workers, volunteers or visitors, the employee must follow these steps:

1. First, inform the harasser that his/her behavior is offensive and unwelcome and ask him/her that he/she stop behaving in the same manner.
2. If the harasser's conduct continues, the employee must immediately contact the harasser's supervisor.
3. If the immediate supervisor is the actual harasser, the employee must report the behavior to the Director of Human at the Rollason Center in Immokalee at (800)282-6540 or (239)658-3560.

The immediate supervisor or the Director of Human Resources will take immediate action in order to remedy the situation. If the harassment involves any type of physical threat, the alleged harasser could be suspended without pay. During the suspension period, RCMA will conduct a comprehensive and detailed investigation. If the results of the investigation confirm the charges, the harasser will be disciplined up to and including termination. If the charges made are unfounded or made in bad faith, the employee will be subject to a disciplinary action up to and including termination.

For RCMA to take action and correct any problems, it must be aware of discrimination, sexual harassment or related retaliation. Therefore, if an employee believes that he or she has experienced or witnessed discrimination, sexual harassment or related retaliation, the employee must report it to his/her direct supervisor or directly to the Director of Human Resources Department at the Rollason Center in Immokalee.

All complaints and information will be investigated and kept confidential.

ADA and Reasonable Accommodation

RCMA is committed to ensuring that a person with disabilities is not discriminated against and that they have equal opportunity and equal access to all the rights and privileges enjoyed by those who are not disabled. RCMA will comply with all provisions of the Americans with Disabilities Act of 1990 (ADA) and will provide, upon request, reasonable accommodations to qualified individuals with a disability.

Definitions

A. Disability

According to the ADA, a disability is 1) a physical or mental impairment that substantially limits one or more of the major life activities of the individual; 2) a record of such an impairment; or 3) being regarded as having such an impairment.

Even if a condition is an impairment, it is not automatically a disability. To rise to the level of a disability, an impairment must substantially limit one or more major life activities. Major life activities include such activities as caring for one's self, performing manual tasks,

walking, seeing, hearing, speaking, breathing, learning, and working. The major life activities limited by mental impairments differ from person to person. For some people, mental impairments restrict major life activities such as learning, thinking, or communicating.

B. Qualified Person with a Disability

For purposes of employment or volunteer service, a qualified person with a disability is one who satisfies the required skill, experience, education, licensing and other job-related requirements of a position held or desired and who can perform the essential functions of the job with or without reasonable accommodation.

C. Reasonable Accommodation

Accommodations are wide-ranging and necessary to minimize the functional limitations of the individual with a disability with regards to employment with RCMA. "Reasonable accommodation" is considered to be those accommodations that are readily achievable and do not pose an undue hardship on the organization or do not alter the fundamental purpose or intent of the service.

D. Undue Hardship

RCMA is required to make a reasonable accommodation to a qualified individual with a disability unless doing so would impose an undue hardship on the operation of its programs. Undue hardship means an action that requires significant difficulty or expense when considered in relation to factors such as the organization's size, financial resources, and the nature and structure of its operations. The size of the organization and its budget are only two factors that determine what is reasonable.

Procedures if a request for accommodation is made

1. The Director of Human Resources should be notified about the request.
2. A Human Resources Department staff member will meet with the requestor, document the information provided and explain the process to the person requesting the accommodation.
3. If there are financial considerations to the accommodation, the Human Resources Director will take the necessary steps to obtain quotes for the work.
4. After the quotes are received, the ADA accommodation committee that shall include the Director of Finance will meet to discuss the request and how it will be handled.
5. The Human Resources Director or other Human Resources representative will contact the requestor to inform them of the committee's decision.

Drugs and Alcohol Policy

RCMA is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

This organization encourages employees to voluntarily seek help with drug and alcohol problems.

Covered Workers: Any individual who conducts business for the organization, is applying for a position or is conducting business on the organization's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to executive management, managers, supervisors, full-time employees, part-time employees, off-site employees, volunteers, applicants, contractors and interns.

Applicability: Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, while on call, while on organization property and at company-sponsored events.

Prohibited Behavior: The unlawful manufacture, distribution, dispensation, possession, use, or sale of illegal drugs/controlled substance or alcohol is prohibited at Redlands Christian Migrant Association. Any of these actions is a serious violation of this drug-free workplace policy.

Notification of Convictions: Any employee who is convicted of a criminal drug violation in the workplace (including a plea of no contest) must notify the organization in writing within five calendar days of the conviction. If the employee does not notify the employer, a disciplinary action up to and including termination may be imposed.

Searches: Entering the organization's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing, lockers, wallets, purses, briefcases, lunchboxes, desks, equipment, parking lots and personal vehicles.

Drug Testing: To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records.

Each employee, as a condition of employment, will be required to participate in pre-employment, random, post-accident, reasonable suspicion, return-to-duty and follow-up testing upon selection or request of management.

The substances that will be tested for are: Amphetamines, Cannabinoids (THC), Cocaine, Opiates and Phencyclidine (PCP). Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.

Any employee who tests positive will be terminated immediately. An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test.

Consequences: One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may not reapply.

If an employee violates the policy, he or she will be terminated from employment.

Assistance: RCMA recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.

- Offers all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP).

The EAP is available for all full time and part time RCMA employees and their families. The EAP is a **free**, professional service that provides consultation and referral services to help you and your family cope with personal problems, crisis, and other concerns. This twenty-four (24) hour Spanish and English language service is completely confidential and it includes unlimited phone counseling sessions and three face-to-face visits. The toll free number is 1-800-227-8620.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality: All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility: A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Use the Employee Assistance Program.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.
- Refer employees to the Employee Assistance Program.
- Clearly state consequences of policy violations.

Whistleblowing Policy

RCMA's Standards of Conduct require the board of directors and all RCMA employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of RCMA, everyone must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws, regulations, as well as internal policies and procedures. Board of Directors members and all RCMA employees and volunteers are responsible for complying with all published Standards of Conduct and to report violations or suspected violations without fear of suffering harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Procedure: Employees may share questions, concerns, suggestions or complaints with their immediate supervisor. However, if an employee is not comfortable speaking with their supervisor or is not satisfied with the supervisor's response, the employee is encouraged to speak with the Director of Human Resources or anyone in management that he/she is comfortable approaching. Complaints may be submitted on a confidential basis or anonymously. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Acting in Good Faith: Employees filing a complaint concerning a violation or suspected violation of the Standards must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Standards. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense and will result in a disciplinary action up to and including termination.

Attendance Policy

All RCMA Charter Schools employees are responsible for meeting the expected standards for attendance. Chronic, habitual and/or excessive lateness or absenteeism affects the Charter Schools' ability to provide educational services. Additionally, it places an undue burden on co-workers who report for work as scheduled.

Instructional staff is expected to be on campus from 7:30am to 3:30pm.

Under some circumstances, absence or tardiness may be excused, but employees are required to give supervisors proper notice.

"Proper notice" means that an employee must notify the immediate supervisor or another member of the school management team about the expected or necessary absence or tardiness, in advance, unless a verifiable emergency makes it impossible for the employee to do so.

When an employee is unable to attend work on the same day of an unexpected conflict or illness, the employee must contact his/her immediate supervisor (or another member of the school management team if the immediate supervisor is unavailable) not less than one hour prior to the employee's scheduled reporting time.

It is not sufficient for an employee to call in and leave a message with a coworker or anyone else that is not in a supervisory position or that has been authorized by a supervisor to receive attendance related calls.

If an employee does not give proper notice of attendance problems in advance, as explained in this policy, he/she will be subject to a disciplinary action, up to and including termination.

Excused Absences/Lateness: Excused absences and tardiness are typically granted for the following types of needs and will be deducted from your personal leave balance:

- ✓ Illness and/or doctor appointments,
- ✓ Funerals of immediate family members.
- ✓ Unavoidable conflicts (automobile accident or breakdown, occasional work conflict, etc.).

Repeated requests for excused absences/lateness that interfere with Charter Schools' ability to conduct efficient operations may be denied at the discretion of the employee's supervisor.

Unexcused Absences/Lateness: Absences and tardiness are considered unexcused when:

- ✓ employees do not obtain advanced approval or fail to follow the proper notification procedures
- ✓ employees requested approval, but supervisors denied the request for valid reasons
- ✓ Unexcused absences and lateness will result in disciplinary actions up to and including termination.

Time-Keeping

In order to receive their pay checks, employees are required to record time worked and personal leave taken on the Etime automated system. An employee cannot record time for another employee. Recording time for others will result in a disciplinary action up to and including termination.

Termination Policy

Voluntary terminations: include resignations, retirement, and quitting without notice. Proper notice: All nonexempt employees are expected to give at least two (2) weeks' notice and exempt employees are expected to give at least four (4) weeks' notice. All resignations should be in writing.

Employees who voluntarily leave the employment of RCMA are given the opportunity to complete an exit interview and provide information pertaining to their work experience and the factors that contributed to their separation.

An employee who fails to give proper notice of resignation or retirement or abandons the job is considered to have quit without notice. In addition, an employee who is absent for two (2) consecutive work days without proper justification is also considered to have quit without notice.

Involuntary terminations: include staff reductions or reorganizations due to lack of funds or lack of work, dismissal for unsatisfactory job performance, and violation of either the Principles of Professional Conduct for the Education Profession in Florida or RCMA's general standards of conduct and work rules and regulations.

An employee who terminates either voluntarily or involuntarily is entitled to payment for any unused personal leave.

Social Media Policy

At RCMA Charter Schools, employees may carry cell, smart phones or other signaling device provided that such devices do not disrupt the instructional environment of the program.

All electronic devices must be turned off during school and after school program hours and used only while on break time. Employees are prohibited from using any device for texting, checking messages, going online, or otherwise using it while performing assigned job duties.

Taking pictures with personal electronic devices while on Charter School activity is strictly prohibited. Posting pictures of students on social network sites is not allowed. For emergency purposes, employees may request permission to use one of the School phones.

Charter Schools are not responsible for lost, stolen or damaged personal electronic devices.

Violation of this policy will result in a disciplinary action up to and including termination.

Personal use of social media:

RCMA Charter Schools recognize that employees may wish to use social media in their personal lives. This policy does not intend to discourage nor limit personal expression or online activities. However, employees are expected to recognize that problems can arise when a personal posting identifies or appears to be associated with RCMA Charter Schools or when a personal posting is used in ways that violate RCMA's General Standards of Conduct and/or Work Rules and the Principles of Professional Conduct for the Education Profession in Florida

If you choose to express yourself by posting online on a social media network, you need to recognize the potential for damage that may be caused (either directly or indirectly) to RCMA, parents, children, volunteers or other employees, in certain circumstances. Therefore, to ensure that the risk of such damage is minimized, RCMA requires that you follow these guidelines:

No Posting Using RCMA Resources:

You may not use RCMA resources, including your RCMA email address, to create or maintain a personal social media account, upload content or make personal postings online, nor may you do so during working hours.

Online Posting

All of RCMA policies apply to anything you write in a post or upload to the internet. You are legally responsible for content you post in any social media network. You can be held personally liable for posting material that may be interpreted as offensive, obscene, profane, defamatory, embarrassing, threatening, harassing, bullying, discriminatory, hateful, racist, sexually explicit or unlawful toward an RCMA child, parent, volunteer or other employee. Unkind comments about an RCMA child, parent, volunteer or employee are also inappropriate.

- If, in the process of making a personal post or upload to the internet, you identify yourself as an employee of RCMA, you must clearly state that the views expressed in your post are your own, and do not reflect the views of RCMA.
- You may not use RCMA logos, or other RCMA-related images, nor may you make false or misleading statements about RCMA's philosophy.
- You are not authorized to post pictures of RCMA children, buildings and classrooms on personal social media networks.

Additionally, when posting on social networking sites, blogs, wikis or other forms of online communication, employees must consider the following guidelines:

Does the post positively promote RCMA?

Does the post conflict with RCMA's mission, culture, values?

Does the post reveal confidential information about one's work, students, families, or colleagues?

Does the post reflect positively on the individual's co-workers/colleagues, school, or organization as a whole?

Does the post portray transparent, accurate, valuable, and well-researched information

Does the post violate copyright, trademark, or fair use laws?

You need to keep in mind at all times that your personal postings may be read not only by your friends and family, but possibly by your coworkers and supervisors as well as RCMA's donors, parents or staff from other organizations associated with RCMA. Remember also that even if you post anonymously or under a pseudonym, your identity can be discovered relatively easily. Use your common sense when deciding what to include in a post. Failure to follow these guidelines is subject to disciplinary action up to and including termination.

SECTION III: EMPLOYEE PROFESSIONAL CONDUCT

Principles of Professional Conduct for the Education Profession in Florida

Licensed professions frequently have standards of conduct to which its members are expected to adhere. In Florida, certified educators are held to principles of professional conduct as outlined in the Florida Statutes, Florida Administrative Code and State Board of Education Rules. The Code of Ethics (SBR 6B-1.001) and Principles of Professional Conduct (SBR 6B-1.006) represent the guideposts of what professional educators and members of the community can and should expect from educators.

RCMA Charter Schools will comply with the Ethics in Education Act. This legislation became effective July 1, 2008, and amends multiple sections of the Florida Statutes and creates new statutory sections. In part, this Act created section 1012.315, Florida Statutes, and established that a conviction of certain offenses makes one ineligible for a Florida Educator Certificate and instructional personnel and school administrators are ineligible for employment in any position that requires direct student contact in a district school system, charter school, private school that accepts students under the Corporate Tax or McKay Scholarships, or the Florida School for the Deaf and the Blind.

General RCMA Standards of Conduct and Work Rules

As an employee of RCMA Charter Schools, you are expected to behave in a proper and professional manner on and off the job. You are expected to respect the rights and feelings of others at all times. You are never to behave in ways that might be harmful to the children/families served and co-workers or may have a negative impact on the mission or reputation of RCMA.

RCMA is supported by public funds and, therefore, it has an obligation towards the general public, particularly migrant and seasonal farm workers, rural poor and their families. You and all employees must be gracious, helpful, and considerate to all members of the public. You are expected to use good judgment with regards to your behavior and conduct and be sure that your behavior will not affect RCMA's credibility.

It is not possible to list all forms of unacceptable behavior at work. The rules and regulations listed below as well as others that may be established from time to time are just a guide to what is considered unacceptable conduct. In addition, you must always remember to follow the Standards of Conduct which you agreed to follow when you began your employment at RCMA. Specifically, you agreed to respect each family and child, and every RCMA staff regardless of their gender, race, culture, ethnicity, age, religion or disability. You also signed and acknowledged your understanding that any information you have about anyone associated with RCMA such as children, families, and employees must remain confidential; that children always need an adult with them, and that you will treat children with respect using positive ways to guide them. RCMA's work rules and regulations include, but are not limited to the following:

Conflict of Interest

Employees shall not engage in any activity directly or indirectly that will contribute to their personal or financial benefit as a result of RCMA employment.

Outside Employment

Outside employment, which is employment performed by any employee in addition to that performed for RCMA, shall not interfere with the efficient job performance at RCMA. Such employment shall not present a conflict of interest, nor conflict with the employee's job duties with RCMA. Employees are required to notify supervisors prior to such employment.

Political Activities

RCMA employees are encouraged to become registered voters, to participate in each election, and community affairs. However, employees may not use RCMA time for these purposes and may not involve RCMA in any political campaign or in support of any candidate.

Controlled Substances and Firearms

No controlled substances (alcohol or drugs), or firearms may be stored, made, used, distributed or brought to any property used by or under the control of RCMA. This does not include controlled substances prescribed by a physician.

Acceptance of Gifts, Gratuities, and Fees

Employees are prohibited from personally soliciting or accepting gifts, gratuities, or fees for services rendered from parents. Employees are prohibited from receiving benefits from individuals or companies who have or are presently doing business with RCMA. It is acceptable to receive minor advertising giveaways or allow vendors or companies to provide sponsorships of RCMA events or activities.

Gift Giving

Employees are prohibited from giving, making a donation to, or asking for contributions for a gift to their supervisor or anyone above him/her in the chain of command.

Confidentiality

Employees may have access to confidential information while employed at RCMA. Confidential information is a valuable and unique asset of individuals or families who have furnished this information to RCMA. Confidential information includes but is not limited to financial information, data, agreement, student files, student contact information, medical information, personnel data, contact lists and other information.

Confidential information will only be made known to employees in confidence and in connection to their job duties. Disclosure or used of confidential information by an employee other than for the sole benefit of RCMA is wrongful and would cause irreparable damage students, families and to RCMA's ability to do their work. Employees may not disclose or use confidential information for any purpose other than in the performance of their duties.

Contact with the Media

All media inquiries regarding RCMA and its operation must be referred to the School Principal and Executive Director. Only the Executive Director is authorized to make or approve public statements pertaining to RCMA and its operations. No employees, unless specifically designated by the ED is authorized to make these statements.

Additionally, any posts, comments, or other forms of communications on all social media sites, online newspapers, magazines, blogs, and other online material in reference to RCMA should not be written by or responded to unless directed by the ED or the Director of Community Relations.

Personal Telephone Calls

All school-based staff must turn their personal cell phones off or set to vibrate during school hours/when in classroom with students. Staff is discouraged from making personal phone calls or text messaging during school hours or when in class with students.

Disciplinary Action

Violations of any Principles of Professional Conduct, General RCMA Standards of Conduct and/or Work rules, policies will result in disciplinary actions up to and including termination.

Supervisors are responsible for taking appropriate action in an effort to correct improper employee behavior and to prevent it from reoccurring. This practice is beneficial to both, RCMA and the employee. Appropriate action will be determined based on how severe or how frequent the violation has been.

RCMA's progressive disciplinary action process consists of the steps listed below; however, steps may be omitted upon review of the circumstances and seriousness of the violation. Some violations may require immediate termination.

- ✓ Verbal warning (#1)
- ✓ Written reprimand (#2)
- ✓ Written warning (#3)
- ✓ Termination (#4)

Verbal warning: This first step may be used when the employee's conduct is inappropriate but there is a strong possibility that the employee will correct his/her behavior after being counseled. The supervisor should make every attempt to determine and resolve the cause of the problem. Details of the verbal warning must be documented on the performance or behavior/conduct correction notice (HR31) available on the intranet Human Resources section and placed in the employee file. A copy of the warning must be forwarded to the Human Resources Department. A copy of the written warning should also be given to the employee.

Written reprimand: This step may be used when the behavior of the employee is a repeated violation affecting the center or office in which the employee works and verbal counseling has already taken place. Written reprimands should be documented on the performance or behavior/conduct correction notice (HR31) available on the Human Resources section of the intranet and placed in the employee file. A copy must be forwarded to the Human Resources Department. A copy of the written warning should also be given to the employee.

Written warning: A written warning is appropriate when it is determined that the employee's violation is serious but not sufficiently severe to require an immediate termination. Written warnings should be documented on the performance or behavior/conduct correction notice (HR31) available on the Human Resources section of the intranet and placed in the employee file. A copy must be forwarded to the Human Resources Department. A copy of the written warning should also be given to the employee.

Notice of Termination: An employee may be terminated after other disciplinary actions have failed or when a first violation is extremely severe. A copy of the termination notice (HR32) must be forwarded to the Human Resources Department along with the termination form (HR6B). A copy of the notice of termination should also be given to the employee.

Violations requiring immediate termination

It is not possible to list or anticipate all possible severe violations, but the following are examples of those that would be subject to immediate termination:

Student related violations

Disregard of policies, procedures, and regulations that result in a threat to the safety and/or health of a child.

- Emotional abuse to include cruelty, harassment, humiliation, isolation, and denial of food or use of bathroom facilities or an opportunity to play
- Physical abuse to include hitting, or spanking a child as a form of discipline and/or harshly grabbing or shaking a child
- Extreme negligence in the provision of basic care to any child assigned to employee. Basic care includes but is not limited to feeding and ~~toiletry~~ assistance as needed for exceptional education students or young kindergartners, comfort, first aid, and dispensing of medication.
- Smoking on RCMA premises and/or surroundings where children are present
- Unauthorized absence from assigned area or abandonment of responsibilities when adequate relief coverage is not available

General safety violations

- Possession of firearms or other weapons on RCMA property, including vehicles;
- Reporting for work under the influence of an illegal intoxicant, narcotics, or other drugs that may affect performance; consumption, distribution, possession or use of illegal intoxicants, narcotics, or other drugs that may affect performance on RCMA premises and while driving an RCMA vehicle

Other violations

- Felony charges
- Refusal to perform assigned work, follow assigned work schedule, or accept a change in responsibilities or classroom.
- Absence for two (2) consecutive scheduled working days without notification to supervisor or failure to return from an authorized leave of absence within two (2) working days after the expected return date.
- Theft
- Physical fighting with another employee or parent
- Discrimination or sexual harassment

Violations of RCMA general policies, work rules, regulations or Standards of Conduct

- Being absent without proper notice (see Attendance Policy on separate section of this handbook);
- Computer abuse, including but not limited to misuse of computer accounts, unauthorized destruction of files, and possession of unauthorized passwords (Policy 1.70)
- Conducting oneself in any manner which is offensive, abusive or contrary to common decency or morality; carrying out any form of harassment including sexual harassment;
- Displaying disrespectful and/or inappropriate behaviors toward a child, parent, co-worker, supervisor, volunteer, visitor or any other individual associated with RCMA;
- Excessive absenteeism and tardiness (See Attendance Policy);
- Excessive personal calls
- Failure to comply with published policies or published procedures and standards;

- Failure to notify supervisor not less than one hour prior to scheduled reporting time when unable to report to work;
- Falsification of records for the purpose of personal or financial benefit.
- Insubordination (refusal by an employee to carry out a direct and proper instruction (verbal or written) from his/her supervisor.)
- Improper release of confidential or privileged information (see details on separate section of this Handbook)
- Operating RCMA-owned vehicles or equipment without proper license or operating any vehicle on RCMA property or on RCMA business in an unsafe or improper manner;
- Smoking where prohibited (see details on separate section of this Handbook)
- Removing without authority any equipment, materials or other RCMA property or attempting to remove them from the premises without appropriate approval or permission
- Taking RCMA equipment, time or resources for personal use or gain;
- Walking off the job without appropriate authorization;
- Misusing, neglecting, or willfully damaging or destroying RCMA property;

Section IV: EMPLOYEE BENEFITS AND LEAVES

Flexible Benefits Plan

- As an RCMA employee, you may be eligible to participate in the RCMA Flexible Benefit Plan. The Flexible Benefits Plan is subject to change annually. Benefit Plan eligibility requirements and terms of coverage are published and made available to all eligible employees each year.
- Employees who are part-time less than 30 hours, substitutes or temporaries are not eligible to participate in the flexible benefits plan.
- You may select any of the available coverage which includes life insurance for you and/or your family, medical insurance, dental insurance (various options and levels), and vision insurance (single or family levels), short-term disability, and other coverage. Premiums are deducted from your paycheck in accordance with IRS regulations, but most are on a pre-tax basis.
- If you do not desire to participate, you must complete a waiver that is found on RCMA's Flexible Benefit Agreement form.

NOTE: Specific details about medical, dental, vision, disability, life, insurance, and

other benefits are listed on RCMA Benefits website at www.rcmabenefits.org or the benefits handbook available from the Benefits Office.

Continuation of Health Insurance Benefits

Under Federal law, you and your covered dependents have the opportunity for a temporary extension of medical coverage up for up to 18 months depending on the event. This type of coverage is called COBRA continuation coverage and is available at group rates in instances where coverage under the RCMA plan ends as a result of qualifying events such as divorce, reduction in hours, employment termination, death, etc. You may contact the Benefits Office to obtain detailed information.

Long Term Disability

RCMA provides long term disability coverage to all qualified full-time employees after 60 days of employment. This coverage is effective if an employee is disabled for more than 90 days. Specific details about long term disability can be found on RCMA Benefits website at www.rcmabenefits.org or the benefits handbook available from Benefits Office.

Employee Assistance Program (EAP)

The EAP is available for all RCMA employees and their families. The EAP is a free, professional service that provides consultation and referral services to help you and your family cope with personal problems, crisis, and other concerns. This twenty-four (24) hour Spanish and English language service is completely confidential. The confidential number to call is 1-800-227-8620. The phone number is subject to change so contact Human Resources for updated information.

Employee Service Awards and Recognition

RCMA honors each long-service employee at a statewide annual service awards ceremony and presents him/her with a service award plaque and/or an appropriate gift. Employees who have completed fifteen years of service and each succeeding five years of service will be honored. Employees are also recognized after 1, 5 and 10 years of service.

Holidays

Non-Instructional (nonexempt employees)

✓

RCMA employees are paid up to twelve (12) paid holidays a year. In order to be paid, you have to work a scheduled work day before and after the holiday. If you have an excused absence (with or without pay) on the day prior or the day after a holiday, your absence will be considered as if it was a worked day.

RCMA holidays are:

- ✓ New Year's Day
- ✓ Martin Luther King's Birthday (Observed Monday)
- ✓ Good Friday
- ✓ 4th of July

- ✓ Labor Day
- ✓ Thanksgiving Day
- ✓ Friday after Thanksgiving
- ✓ Christmas Day plus four (4) days after Christmas Day

Administrative and Instructional: (exempt employees). Schedules may vary from year to year based upon local school district calendars.

- ✓ New Year’s Day
- ✓ Martin Luther King’s Birthday (Observed Monday)
- ✓ Good Friday
- ✓ Veteran’s Day
- ✓ Labor Day
- ✓ Thanksgiving Day
- ✓ Friday after Thanksgiving
- ✓ Christmas Day
- ✓ Memorial Day
- ✓ President’s Day

Retirement Plan

Non-Instructional (nonexempt employees)

As an RCMA employee, you are eligible to save money by contributing to the 403B Thrift Plan through payroll deductions. Any contributions you make are automatically deducted from your paycheck before taxes are taken out. There are no age or service requirements to participate. You may apply at any time during the year and choose to save from as little as 1% to the maximum percentage or dollar amount permitted by law.

Employee Match (nonexempt employees)

RCMA matches contributions of employees who are at least 21 years old after their first year of employment and have worked a minimum of 1000 hours. The matching contribution percentage is based on an employee years of service as follows:

If you have worked for RCMA	RCMA will contribute
1 – 4 years	2 %
5 – 9 years	3 %
10 years or more	5 %

There is a maximum amount that RCMA can contribute. More details and other information on how the retirement plan works are listed on RCMA Benefits website at www.rcmabenefits.org or the benefits handbook available from the Benefits Office.

Employees are vested after three (3) years.

Employee Match (exempt employees)

Administrative and Instructional personnel with an Employment Agreement are automatically enrolled in the RCMA 403B Retirement Plan as 6% defined benefit.

Each will receive this RCMA contribution based on his/her regular wages. No employee contribution is required. (Any wages paid outside of this agreement are not eligible for the 6% defined benefit.) Employees are vested after three (3) years.

You may elect to contribute an additional non-matched contribution to RCMA 403B Retirement Plan. The amount is not to exceed the maximum deferral amount allowed by the IRS.

School Time

RCMA is strongly committed to parent involvement in the education of their children. If you are a parent, you are encouraged to make school visits to keep appointments made by the schools on matters concerning your child(ren). You must keep in mind that in planning such visits, you should ask for appointment times that fit best into the RCMA center or office schedule. Time off for each visit should be limited to one hour, with no more than one and one half (1 ½) hours maximum each month.

Nursing Mothers

RCMA provides reasonable break time for an employee to express breast milk for her nursing child. Breaks are provided for up to one (1) year following the child's birth each time the employee has need to express breast milk.

RCMA is not required to pay nursing mothers for breaks taken specifically for the purpose of expressing milk. However, an employee may use her regular paid employee breaks for that purpose.

Procedure

- It is the employee's responsibility to advise her supervisor when breaks are needed to express milk.
- A private space shall be designated by RCMA for employees to express milk. The employee should contact her supervisor or Human Resources to obtain the location of the private space.
- The employee will be completely relieved from work duties during breaks taken for the purposes of expressing breast milk, and the employee will not be compensated for such breaks unless the employee uses her regularly scheduled, compensated break period for this purpose

Personal Leave

Instructional and administrative staff receive 7 days of personal leave, equivalent to 56 personal leave hours each year.

Employees are able to utilize their personal leave during the school year. Leave must be taken in full day increments. Partial days are not allowed with the exception of intermittent FMLA.

Personal Leave Yearly Payout

Non-Instructional (nonexempt)

Personal leave is paid time off you earn based on how long you have worked at RCMA. If you are a substitute or a temporary employee, you do not earn Personal Leave.

In order to take personal leave, you must request it in advance and your supervisor must approve it. The only time you do not require advanced approval is when your leave is covered by the Family Leave Act (FMLA) described later.

RCMA employees earn personal leave as follows:

Years of Service	Maximum earned in the 12-month FY
1	88 hours
2, 3, 4	136 hours
5 and every year thereafter	200 hours

Personal Leave Yearly Payout

At the end of the school year, you have the following three options:

- to be paid up to 40 hours of accumulated Personal Leave *
- to carry over any personal leave hours into the next school year
- to bank any current personal leave balance that exceeds 320 hours

*Budget-permitting

Instructional and Administrative (exempt employees)

Instructional and administrative employees will receive 7 days of personal leave, equivalent to 56 personal leave hours each year.

Employees are able to utilize their personal leave during the school year. As an exempt employee, you must take leave in full day increments. Partial days are not allowed with the exception of intermittent FMLA.

Personal Leave Yearly Payout

At the end of the school year, you have the following two options:

- to be paid up to 40 hours of accumulated Personal Leave **
- to carry over any personal leave hours to banked leave.

**Budget-permitting

Banked Leave

Banked leave may only be used when the current personal leave has been exhausted. The maximum number of hours that may be banked is 320 for nonexempt staff and 56 for instructional and administrative staff. If an employee leaves RCMA, any banked leave balance will be lost.

Shared Leave Club

The Shared Leave Club is a bank of RCMA paid leave that any member employee can use if faced with a severe, unplanned illness, injury, or situation and is unable to work. The purpose is to help coworkers during their own very serious and unexpected health crisis. If the Club runs out of leave, requests cannot be granted.

How to Join: To join, employees will donate 4 hours of their personal or banked leave every May 30 (or at last paycheck before lay-off). Each year, following the original enrollment, the same 4 hour donation will be made in May. An employee may quit the Club by submitting a Shared Leave Club resignation letter or by terminating employment. Substitutes (with the exception of permanent substitutes) and temporary employees cannot join because they do not earn personal leave.

Using the Club Leave Benefit: All full-time and part-time employees can join the Club. Members can use Club Benefits after being employed for one full season/program year. Only Members of the Club who have a severe, unplanned illness, injury, or situation that causes you to be unable to work can apply for needed paid leave from the Shared Leave Club bank (up to 12 weeks per year or maximum 6 weeks for joint replacement). You must send a request for Club leave to the HR department and attach documentation from your health care provider, crisis shelter, or other verification of the need for your leave and expected duration of your condition. You must first use all your accrued (and banked) leave before receiving Club leave.

A request for Club leave is sent (with requestor's name removed) to a Shared Leave Club Committee for approval. This diverse committee is made up of 4-6 RCMA employees from different areas, ethnicity, and positions to verify that Club requirements are met before approval. The committee does not see the requestor's name or identifying information – only that the employee is a Club member, the health need meets Club rules, and how much leave the employee's need. All Club rules, requirements must be met. Volunteers for the Shared Leave Club Committee are taken for 2 year terms.

The RCMA Shared Leave Club is meant to help our co-workers in their most serious health needs. The qualifying illnesses and injuries are limited to very severe ones so that the Club can help the staff when they have those kind of illnesses and injuries.

Examples of Qualifying Injury, Illness, Situations for full-time and part-time member staff:

- Stroke
- Heart attack
- Cancer treatment
- Car Accident with serious injuries
- Domestic Violence Injury, Threat with Shelter/Counselor/Advocate confirmation
- Traumatic injury to the employee-mother during childbirth
- Hip/Knee Joint replacement surgery (limited to up to 6 weeks of paid leave from Club)

Non-qualifying Examples:

Illness, injury, situations to other family members, not the member employee (children, spouse, parents, grandchildren) Maternity/Paternity leave after birth/adoption of a child (short term disability insurance covers childbirth, maternity/paternity leave if you choose to purchase it) Planned elective surgery, generally arthroscopic and/or outpatient accidents causing mild to moderate injury illness/hospitalization for acute or chronic infections such as pneumonia, urinary tract infection, influenza or asthma even if worsened by an underlying chronic condition

Other rules of Shared Leave Club:

If the employee has short term disability insurance, Club benefits can provide the balance of STD coverage, additional time. To remain a member year after year, employees must have 4 hours of leave to donate on each May 15 pay date.

Hours donated remain in the Club if employee leaves RCMA.

Family Medical Leave

By law, RCMA allows employees to take leave under the Family Medical Leave Act (FMLA) for a serious health condition, for the birth or adoption (or foster care placement) of a child, and for the care of a family member (parent, spouse, or child) who has a serious health condition.

If an employee takes family medical leave, that employee will be able to return to the same position or to an equivalent position unless the position has been eliminated based on business necessity or as a result of a reduction-in-force. An equivalent position means a position that is virtually identical in terms of pay, benefits, and other employment terms and conditions.

If an employee cannot perform the essential functions of the job or the equivalent position, the FMLA does not require reassignment to another job.

To be eligible for FMLA, the employee must have worked at RCMA for at least twelve (12) months (not required to be consecutive) and at least 1,250 hours in the twelve (12) month-period before the beginning of the leave.

The employee is able to use up to a total of twelve (12) weeks of leave. Proper medical documentation is required.

Intermittent Leave: Employees may also take the leave intermittently or reduce their hours if needed for serious health conditions.

Pay during FMLA: Under the law, FMLA leave is unpaid. However, employees may choose to be paid accrued personal leave hours or banked leave hours. Once an employee uses all the available leave, the balance of the leave will be without pay.

Note: While on FMLA, the employee may also be eligible for short-term disability and/or worker's compensation pay

What an employee must do before the leave begins:

- Provide Human Resources at least thirty (30) days advance notice before the FMLA leave begins unless a verifiable emergency makes it impossible to do so.
- Complete and sign an FMLA leave request form (HR 52).
- Provide a medical certification completed in full (HR53 or HR53fm)

What an employee needs to do before the leave ends:

- If the leave needs to be extended due to the continuation of serious health condition, employee must contact your supervisor no later than two (2) working days before your original leave expires to request an extension.
- If employee does not plan to return, contact with the supervisor and a written resignation is required.

What an employee needs to do in order to return to work when FMLA leave ends:

An employee needs to obtain and present a certification from a health care provider certifying that he/she may continue to work (with or without restrictions). The doctor's certification must be presented to Human Resources on the day the employee is due to return to work.

If an employee does not return to work at the end of the FMLA leave and fails to inform the supervisor or Human Resources, that employee will be considered to have quit without notice.

Military Leave

When an employee's spouse, child or parent is on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation, an employee may use the 12-week FMLA leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events or addressing certain financial and legal arrangements.

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.

Civil Leave

If an employee is subpoenaed to serve on a jury or as a witness for the federal, state or local government, the employee will be granted leave with regular pay minus the amount of compensation received as a juror or witness. The employee will also be granted Civil Leave if subpoenaed in litigation that is work-related. Civil Leave will not be deducted from an employee's accumulated personal Leave balance.

Domestic Violence

If an employee has worked for RCMA for three (3) months or longer, the employee is eligible for up to three (3) days' leave per year for a variety of activities connected with domestic violence issues. Time of absence during Domestic Violence Leave may be taken as personal leave or leave without pay.

Specific activities connected with domestic violence include:

- seeking an injunction for protection against domestic violence or repeat violence, or sexual violence;
- obtaining medical care or mental health counseling or both for the employee or a family or household member to address injuries resulting from domestic violence;
- obtaining services from victims services organizations such as a domestic violence shelter or rape crisis center;
- making the employee's home secure from the perpetrator of domestic violence or finding a new home to escape the perpetrator;
- seeking legal assistance to address issues arising from domestic violence or attending or preparing for court related proceedings arising from the act of domestic violence.

Notification requirement: When requesting domestic violence leave, you must provide your supervisor at least seven (7) days advance notice of the need for the leave, unless prevented from doing so because of imminent danger to your health or safety or the health and safety of a family member. Proof of the situation may be required. Any information provided will be kept confidential.

SECTION V: GENERAL PRACTICES

Performance Evaluations

RCMA Charter Schools are committed to providing employees with informal and formal feedback about their performance. Supervisors are responsible for on-going performance feedback and have the responsibility to formally discuss and document employee performance on a regular basis.

Performance evaluations will include a review of strengths, identification of areas needing improvement as well as goals and objectives that need to be achieved. Specific performance issues may be addressed outside the performance appraisal cycle through either informal discussions or formal disciplinary action.

A written evaluation must be signed by the employee to acknowledge its content. Signing does not necessarily mean that the employee agrees with the content. If the employee disagrees, he or she may file a supplement to the evaluation which will be retained in the employee's HR file.

Compensation

RCMA Charter Schools use their local school district pay scale as a guide; however, years of service are not used as the rationale for automatic annual pay increases. Job performance is the dominating factor in arriving at pay increases, along with budgetary restraints. Any salary or hourly rate adjustments, if applicable, are at the sole and absolute discretion of RCMA.

Etime

If you are a non instructional (nonexempt employee), you are required to clock in and clock out daily on Etime, RCMA's computerized time recording system. Regular hours worked, overtime, holidays, personal leave and any other leaves are recorded in the system and your supervisor will show you how to use it properly. He/she must approve the information you enter at the end of each pay period.

If you are an administrative or instructional (exempt employee), you must also record any personal leave taken within the Etime system, and approve your Etime at the end of each pay period.

Overtime Compensation

If you are a nonexempt employee who is required to work more than forty (40) hours in a week, you are entitled to overtime compensation at a rate of one and one half hour per each hour work in excess of the regular forty (40) hours. Overtime are any hours worked in excess of 40 between Sunday and Saturday.

Your supervisor must approve any overtime work in advance

Direct Deposit

RCMA requires all employees to sign up for direct deposit of their pay. This means that employees need to have a bank account where their salaries will be deposited automatically. This service is free. It is also very convenient and safe. Lost live checks often take up to three (3) days to be replaced while direct deposit allows employees to have their money in the bank on the same pay day.

A new employee needs to sign up for direct deposit within forty-five (45) days from the date of hire. If the employee does not have a bank account, one must be open. Employees may be exempt from participating in direct deposit only if they are able to demonstrate a hardship or are unable to open an account. A written request including supporting documentation must be submitted to the RCMA's Payroll Office explaining the hardship or inability to open an account within fourteen (14) days from the date of hire. The account where RCMA sends payments must be active at all times or the deposits made will be sent back to RCMA.

Garnishment of wages

RCMA honors any wage garnishments that are mandated by local courts or the federal government. You will be notified immediately upon their receipt through the Payroll Office. Mandated garnishments will be deducted from each of your paychecks until the amount owed is paid off.

SECTION VI: SAFETY AND SECURITY

Smoke-free Workplace Policy

RCMA is committed to providing a healthy and safe environment for all its employees, children and families served and visitors while respecting individual choices. Therefore, it prohibits smoking in any indoor facility, playground, entries, exits and RCMA owned vehicles. As an organization where services to children are provided, RCMA is also required to restrict smoking in such areas. Cigarette and vapor/e-cigarette smoking is strictly prohibited.

Failure to comply with this policy is subject to disciplinary actions up to and including termination.

Dress Code

Employees are expected to be clean and neat of body and dress. Their clothing should be conservative and appropriate to their daily professional work environment.

To reduce the risk of on-the job accidents, shoes with non-slip soles, a back strap, and heels not to exceed two (2) inches in height must be worn at all times while on RCMA premises and playgrounds. Employees attending conferences and meetings offsite (taking place away from any RCMA sites) are allowed to wear sandals with no back strap. These must be appropriate for the event being attended.

Cooks must wear hairnets, closed-toed, rubber sole shoes, preferably steel toed at all times.

Fingernail Length

If a job involves regular or occasional contact with children and their families, fingernails should be no more than ¼ inch long and kept clean, trimmed and filed smooth to avoid unintentional scratches on children.

Cooks or employees in any other food service related job should have fingernails that are no more than 1/8 inch long. Additionally, cooks are not allowed to have artificial nails as they are shown to have more germs than natural nails.

Employee's Children

RCMA Charter employees may not bring their children or grandchildren to work while on duty. This is to avoid possible accidents to them and to allow you and your co-workers to perform your job without the interruptions and distractions that may be caused by the

children.

Personal Property

RCMA Charter Schools do not assume responsibility for the loss of or damage to personal belongings that employees bring to or leave in schools or other RCMA property. Valuable personal items such as handbags, wallets, cell phones, personal electronic devices, money or other valuables should not be left in areas where theft may occur. These should be locked securely in a desk drawer, cabinet or other safe areas. Additionally, RCMA Charter Schools do not assume responsibility for any damage to personal vehicles while on RCMA property.

Safety and Care of Premises, Material, and Equipment

The safety and care of buildings occupied by RCMA and all property and materials belonging to RCMA is the responsibility of all employees. No employee shall take or use RCMA material or equipment for personal use without the permission of the School Principal. To use materials and equipment for service in another non-RCMA program, permission of the School Principal is required.

Blood borne Pathogens

Universal Precautions are the steps taken to reduce the spread of blood borne diseases from one person to another. It is very important that these steps be fulfilled within RCMA Charter Schools to protect children, staff members, vendors, visitors, and others who have contact with the school facilities.

1. It is a requirement to wear vinyl or latex gloves when touching body fluid.
2. Wash hands before and after all emergency procedures. If skin comes in contact with body fluid, wash the affected area immediately with soap and water.
3. If your skin comes in contact with body fluids, report the incident at once to the school principal or the Director of Charter Schools. Not all reported situations will automatically be considered “exposure incidents.” Each situation will be handled on an individual basis, including the determination by OSHA standards whether or not the Hepatitis B vaccine will be offered.
4. Never recap, bend, or break needles. Dispose of needed in red sharp containers.

If an employee has any questions about the prevention of the spread of blood borne pathogens, he or she may speak to the school principal or Director of Charter Schools.

Reporting Requirements

Any suspected abuse must be reported by calling 1(800)96-ABUSE or online at <http://www.dcf.state.fl.us/abuse/report/>. Any reports should also be communicated to the Director of Charter Schools and/or the School Principal. Any and all staff must report child abuse.

Signs that a child may be a victim of abuse:

- Unusual fearfulness
- Lack of hygiene or inappropriate dress
- Delayed emotional, intellectual or language development
- Frequent injuries
- Feeding disorders
- Rocking, self-inflicted pain
- Sleep disorders
- Lack of eye contact, poor socialization
- Acting out in school
- Unexplained scars or bruises
- Malnutrition
- Many school absences

ACKNOWLEDGMENT OF CHARTER SCHOOL EMPLOYEE HANDBOOK RECEIPT

I, _____, hereby acknowledge that I have received a copy of the RCMA Charter School Handbook which outlines policies, practices, and other important employment information. This Handbook is not a contract and should not be construed to create a contract of employment or contract of any kind.

I agree to read the entire Handbook during my first three days of employment, or within three days of receiving it. I agree to abide by all policies and procedures contained in the Handbook.

Employee Signature

Date