



ROCKY MOUNTAIN PREP

Employee Handbook

July 2024-June 2025

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Core Policies

1.0 Welcome

Welcome to the Rocky Mountain Preparatory Schools family! We are genuinely excited that you have chosen to join us in our mission to transform education and empower every student. Your role here is vital, and we are confident that your time with RMP will be both fulfilling and impactful. At RMP, we take immense pride in the incredible work our schools do across Colorado. Our commitment to excellence and equity in education is unwavering, and we believe that together, we can create a movement that democratizes college access for all students, especially those who have been historically marginalized.

While this handbook serves as a guide to our policies and procedures, it is not a contract. It is designed to provide you with important information about your employment, including our commitment to complying with all federal, state, and local employment laws. In cases where there might be inconsistencies between this handbook and the law, the law will take precedence.

We recognize that no handbook can cover every situation or question you might encounter. Therefore, our supervisors and Human Resources team are always available to provide additional guidance and support. Depending on your role, you may receive additional guidelines or a role-specific handbook to ensure you have all the information you need.

Our policies are intended to create a supportive and equitable work environment for all staff members. However, RMP reserves the right to interpret and amend any policy contained in this handbook at its sole discretion. Our decisions regarding any matter within this handbook will be final, and this version supersedes all previous versions and offer letters.

We are thrilled to have you on board and look forward to the amazing contributions you will make to our community. Together, we can achieve great things and make a lasting difference in the lives of our students and their families.

Welcome to the movement!

Con Ganas,

Tricia Noyola, CEO

1.1 Definitions

School Leadership staff: Includes, Principals, Assistant Principals, and Director-level school-based employees.

Instructional staff: Staff who on a regular basis instruct students, including Teachers, College Access Coordinators, Educational Assistants, Psychologists, Social Workers, etc.

Central staff/NST Staff: Staff who are part of the Network Support Team and are designated as central employees staff by the Chief Executive Officer (CEO), or designee.

School year: The time frame that runs from the first day of school through the last day of school.

Fiscal year: The time frame of July 1 through June 30.

The above definitions may be changed at any time and may not encompass all RMP staff. This Handbook applies to all staff, regardless of position or number of hours worked. If you have questions about your position or what policies apply to you, you should contact your supervisor or Human Resources.

1.2 At-Will Employment

Your employment with Rocky Mountain Preparatory Schools is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Organization at any time, with or without notice and with or without cause.

Nothing in this handbook or any other Organization document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Chief Executive Officer has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Chief Executive Officer.

Any specific reference to termination or discipline in this Handbook or anywhere else does not alter the at-will relationship and does not limit, or in any other way restrict, RMP's ability to terminate a staff member. No one other than the CEO of RMP has the authority to alter this at-will policy, to make any promises, representations, or statements concerning this policy, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. To be effective, any such alteration to the at-will employment relationship must be in writing, must be signed by the CEO of RMP and by the affected employee, and must express a clear and unambiguous intent to alter the at-will nature of the employment relationship.

Any promises, representations, or statements concerning "fair" treatment or the like, whether in this Handbook or otherwise, are in the nature of a goal only, and are not enforceable as a contract or promise, nor a limitation on the power of RMP to act "at will" in employment matters.

RMP is a network of public charter schools authorized by Denver Public Schools (DPS) and Aurora Public Schools (APS). RMP is governed by the Charter Contract between the Board of DPS/APS and the RMP Board of Trustees and must adhere to all applicable local, state, and federal laws. While DPS/APS authorize and monitor RMP, RMP is a separate legal entity and is run independently of DPS/APS. Employees of RMP are not employees of DPS/APS.

2.0 Introductory Language and Policies

2.1 About the Company

Our Mission: To empower every student to reach their full potential through a rigorous, loving, and transformative academic experience.

Our Vision: To create a movement that democratizes college access and empowers historically marginalized students to achieve their full potential.

2.2 Schools & Facilities

We have thirteen (12) Rocky Mountain Prep schools and one (1) central office:

1. Rocky Mountain Prep **Berkeley**: 3752 Tennyson St. Denver, CO 80212
2. Rocky Mountain Prep **Creekside**: 7808 Cherry Creek S. Drive #3-300 Denver, CO 80231
3. Rocky Mountain Prep **Federal**: 2626 W. Evans Ave., Denver, CO 80219
4. Rocky Mountain Prep **Fletcher**: 10455 E 25th Avenue Aurora, CO 80010
5. Rocky Mountain Prep **Green Valley Ranch**: 4800 Telluride St, Bldg #5, Denver, CO 80249
6. Rocky Mountain Prep **Noel**: 5290 Kittredge St, Denver, CO 80239
7. Rocky Mountain Prep **RISE**: 18250 E. 51st Ave, Denver, CO 80249
8. Rocky Mountain Prep **Ruby Hill**: 2626 W Evans Ave, Denver, CO 80219
9. Rocky Mountain Prep **SMART**: 3201 W. Arizona Ave, Denver, CO 80219
10. Rocky Mountain Prep **Southwest**: 911 S Hazel Ct. Denver, CO 80219
11. Rocky Mountain Prep **Sunnyside**: 3752 Tennyson St. Denver, CO 80212
12. Rocky Mountain Prep **Westwood**: 3201 W. Arizona Ave, West Entrance, Denver, CO 80219
13. Rocky Mountain Prep **Central Office**: 2480 W 26th Ave, #360B, Denver, CO 80211

2.3 Ethics Code

Rocky Mountain Preparatory Schools will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our programs, services, products, and operations; and, maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to the Organization.

We expect that employees will not knowingly misrepresent the Organization and will not speak on behalf of the Organization unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential information about the Organization or operations, or that of the families we serve, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

2.4 Commitment To Equity

In alignment with our academic vision and the essence of our movement, we are dedicated to fostering racial equity and implementing equitable practices across all facets of our programs, policies, and procedures. Our commitment is to actively dismantle systems, structures, and operational practices that perpetuate racism and cause harm to our community. We strive to create an environment where every human can thrive by:

- **Upholding the belief** that all students, regardless of background, have the potential to achieve academic excellence.

- **Rooting our educational approach** in rigorous and loving learning experiences that empower and uplift every student.
- **Amplifying the voices and aspirations** of our BIPOC community members and staff, ensuring their perspectives and experiences shape our practices.
- **Building genuine partnerships** with our BIPOC communities to create a collaborative and inclusive educational environment.
- **Allocating resources strategically** to maintain financial stability and sustainability, ensuring that support is directed where it is needed most—close to our students.

Through these commitments, we aim to not just educate but also empower our students, staff, and communities to create a life they love and to contribute to a more just and equitable society.

2.5 Revisions To Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including Rocky Mountain Preparatory Schools policies and procedures. The handbook is not a contract. The Organization reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

3.0 Equal Opportunity, Accommodations, Discrimination, Harassment & Code Of Conduct

3.1 Equal Employment Opportunity Policy

RMP is an equal opportunity employer. This means we are committed to fostering an inclusive and equitable workplace that provides equal employment opportunities to all qualified applicants and employees. We do not discriminate based on race, color, gender, sexual orientation, gender identity and expression, transgender status, religion, national origin, immigration or citizenship status, ancestry, age, marital status, pregnancy status, veteran status, disability, genetic information, participation in a discrimination investigation, or any other characteristic protected by federal, state, or local law.

This policy applies to all aspects of employment, including but not limited to:

- Hiring
- Placement
- Promotion
- Termination
- Layoff
- Recall
- Transfer
- Leaves of absence
- Compensation
- Training

Our commitment to equity ensures that every human at RMP has the opportunity to thrive in a supportive and inclusive environment.

3.2 Disability And Religious Accommodations

RMP will consider reasonable accommodations for qualified individuals with known disabilities and employees whose job requirements for qualified individuals with known disabilities and for employees whose job requirements conflict with a sincerely held religious belief, practice, or observation.

A reasonable accommodation is any modification or adjustment to the work environment or customary procedures that enables a qualified individual with a disability or religious belief to apply for a job, perform essential job duties, or enjoy equal benefits and privileges of employment.

To request an accommodation, staff members should submit their request to hrsupport@rockymountainprep.org. Upon receiving the request, a member of the HR team will meet with you to discuss your needs. Reasonable accommodations can take many forms and may vary depending on the staff member's position. As required by law and depending on the nature of the accommodation, you may be asked to provide documentation or certification to support your request.

3.2.1 Disability Accommodation

Rocky Mountain Preparatory Schools is committed to fostering an inclusive and equitable workplace. We comply with the Americans with Disabilities Act (ADA), the Colorado Anti-Discrimination Act (as amended by the Pregnant Workers Fairness Act), and all applicable state and local fair employment practices laws. RMP is dedicated to providing equal employment opportunities to qualified individuals with disabilities/different abilities, including pregnancy-related disabilities/different abilities, and health conditions related to pregnancy or physical recovery from childbirth.

In line with this commitment, RMP will provide reasonable accommodations to qualified individuals as necessary to enable them to perform the essential functions of their job, unless doing so would impose significant and/or undue hardship on the organization.

If you require an accommodation due to a disability/different ability, please notify Human Resources at hrsupport@rockymountainprep.org. Upon receiving your request, RMP will engage in an interactive dialogue with you to understand the specific needs caused by your disability/different ability and explore potential reasonable accommodations. Where appropriate, we may request your permission to obtain additional information from your medical provider. All medical information received in connection with an accommodation request will be treated as confidential.

If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act (FMLA) and/or any other applicable state and federal leave laws.

RMP strictly prohibits any form of discrimination or retaliation against employees for requesting an accommodation. While we strive to provide the accommodation you request, if multiple feasible accommodations exist, we reserve the right to choose the one we provide.

For any questions or to request an accommodation, please contact Human Resources at hrsupport@rockymountainprep.org.

3.3 Anti-Discrimination And Harassment

RMP expressly prohibits any form of discrimination or harassment related to any protected class. RMP will not tolerate retaliation for refusing unwelcome, harassing overtures, for reporting instances of harassment or discrimination, or for providing statements or evidence related to alleged harassment or discrimination. Harassment may be verbal (epithets, derogatory statements, slurs, innuendo), physical (unwelcome touching, assault, gestures, physical interference with one's work), or visual (posters, drawings, faxes, e-mail, texts). It may involve, but is not limited to, unwelcome sexual advances or unwelcome invitations to participate in offensive conduct. Harassment may originate from employees, supervisors, students, parents, or others visiting RMP. In whatever form and from whatever source, it is forbidden.

Discrimination can occur in hiring, termination, compensation, job assignments, promotions, layoff, training, benefits, and any other term or condition of employment. Unlawful discrimination can also occur when someone is treated unfavorably because of, or due to the perception of his/her/their race, color, religion, sex, sexual orientation, gender identification, national origin, age, disability, military status (or other protected status), or because of personal characteristics associated with such status. All such discrimination is expressly prohibited at RMP.

Improper interference with the ability of RMP's employees to perform their expected job duties is not tolerated.

3.3.1 Sexual Harassment

Sexual Harassment is a form of unlawful discrimination/harassment and is not tolerated at RMP. Examples of Sexual Harassment include, but are not limited to —

1. Unwelcome sexual advances, requests for sexual favors, and all unwanted verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - b. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - c. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendos, and other sexually oriented statements;
3. Sexually explicit or offensive pictures, greeting cards, articles, books, magazines, photos or cartoons.

Sexual harassment may not necessarily manifest itself in conduct of a sexual nature, and can include offensive remarks about a person's sex or gender identity. For example, making offensive comments about women in general to women in the workplace may be a form of sexual harassment.

3.3.2 Anti-Discrimination And Harassment Complaint Procedure

If you believe you have experienced or observed any discrimination or harassment in the workplace (whether of RMP staff, students, parents, or others in the RMP community) based on, or the perception of,

race, color, religion, sex, sexual orientation, gender identification, national origin, age, disability, military status (or other protected status), or if you believe that you have been treated in an unlawful, discriminatory manner, **promptly report the incident to Human Resources. If the complaint is based on sexual harassment, the report should be made with RMP's Title IX Coordinator.**

RMP will promptly undertake an investigation of all complaints of harassment, discrimination, and retaliation. The investigation may include a private interview with the person filing the complaint (although RMP does allow for anonymous reporting via this [website](#)) and with other individuals that may have relevant information, if applicable. The person alleged to have engaged in harassment, discrimination, or retaliation will also be interviewed. Confidentiality will be maintained throughout the investigatory process to the extent consistent with an adequate investigation and appropriate corrective action. If RMP determines that a staff member has engaged in inappropriate or unlawful conduct, the appropriate discipline action, up to and including termination, as determined by RMP, will be taken.

RMP strictly prohibits any form of retaliation against a staff member who in good faith makes a complaint, raises a concern, provides information, or otherwise assists in an investigation or proceeding regarding any conduct that he or she reasonably believes to be in violation of RMP's policies or applicable laws, rules, or regulations. This policy is designed to ensure that all staff members feel comfortable bringing forward a complaint or concern when they see or suspect unlawful or unethical conduct. It is also intended to encourage all staff members to cooperate with an investigation of any matter by providing honest, and complete information without fear of retaliation.

3.4 Title IX Complaint Procedure

Title IX protects students and employees from all forms of discrimination based on sex, including sexual harassment, sexual assault, sexual battery, stalking, bullying, hazing, and other sex-based misconduct.

Any person who believes another student or staff member of RMP has sexually harassed or discriminated against them on the basis of sex should report the alleged acts immediately to the Title IX Coordinator. Upon receipt of a report, the Title IX Coordinator will take appropriate and immediate action that is consistent with RMP's legal obligations and necessary to investigate the allegations of harassment/sex discrimination. While such situations will be handled discreetly, strict confidentiality cannot be guaranteed in every situation. Contact information for the Title IX Coordinator and protocols for Title IX can be found on the school's website.

3.5 Personal Relationships

RMP is committed to fostering a workplace environment in which its personnel shall carry out their duties in an objective and ethical manner and in an atmosphere in which conflicts of interest are identified and managed. RMP does not interfere with the private choices regarding personal relationships when those relationships do not interfere with the mission and policies of RMP. The full Consensual Relationship policy is [linked here](#), and it is the responsibility of each employee to review this policy. In the event of a consensual relationship between RMP employees, or an RMP employee and a contracted professional (independent or via DPS), the parties are required to maintain a strictly professional relationship while on any RMP campus.

3.6 Nepotism

The criteria for employment, promotion and all job related considerations for all RMP staff members and student employees will be appropriate qualifications and performance. Relationships by family, marriage, domestic partnership or dating will not preclude hiring or promotion/transfers, as long as the individual meets and fulfills the appropriate job qualifications and standards. If a situation arises that a staff member or potential staff member will immediately report to, have supervisor responsibility, a coaching relationship, or influence in an employment decision, for an individual that they have a personal relationship with, the staff member shall promptly report the existence of a personal relationship to the Human Resources department. Employment decisions will be made by the Human Resources department in accordance with all applicable RMP policies and relevant laws.

Additionally, employees of RMP, on behalf of RMP or using RMP funds, shall not contract with or engage a business or vendor that they have a familial or personal relationship with, without the prior written approval of RMP's General Counsel. Employees with purchasing approval/decision making must also disclose to their manager any personal or familial relationships with a vendor or business that is being considered by their team/school site.

3.7 Fraud Hotline

RMP participates in Red Flag Reporting which allows employees to anonymously report concerning happenings, such as fraud, discrimination, misconduct, safety concerns, and more within the organization. Not only was this recommended by our financial auditors as a best practice used in many organizations, but this tool is meant to provide RMP employees with a safe, effective, and anonymous tool to address concerns they may come across during their job. You may find the information on the RMP website.

4.0 Hiring and Orientation Policies

4.1 Conflicts of Interest

RMP is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, partner relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the Organization, you must disclose it to your manager. If an actual or potential conflict of interest is determined to exist, the Organization will take such steps as it deems necessary to reduce or eliminate this conflict.

A conflict of interest is also present when additional employment or activities during work hours conflict with your job responsibilities at RMP.

At no time shall any employees of the organization engage in any employment that would do the following:

- (i) affect their usefulness as employees of the organization;
- (ii) make time and/or energy demands upon the individual that interfere with their effectiveness in performing their work duties and responsibilities;
- (iii) compromise or embarrass the organization;
- (iv) adversely affect their professional standing; and/or
- (v) in any way conflict with or violate professional ethics.

Employees shall not engage in any other employment or in any private business during the hours required to fulfill assigned educational duties. An employee must have their manager's / principal's prior written consent before engaging in any outside employment that would occupy regular school business hours.

Employees shall not sell any books, supplies, musical instruments, educational services, or equipment or supplies of any kind to any student nor to the parents or guardians of any student unless prior approval has been obtained from their manager or principal.

No administrator or manager shall be responsible for the supervision and/or evaluation of a relative.

4.2 Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Rocky Mountain Preparatory Schools. If you are currently employed and have not complied with this requirement or if your status has changed, inform Human Resources.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to the expiration of that period to remain employed by the Organization.

4.3 Qualifications and Background Checks

RMP's teachers must meet in-field status in their subject area(s). All teachers must have a bachelor's degree. Additionally, teachers must hold a Colorado teaching certification (required for Special Education and Special Service Providers) and/or submit adequate documentation demonstrating skill (including all official higher education transcripts and/or approved test scores).

Staff members who are not lead teachers must meet the qualifications of their roles as outlined in the job description.

All staff members will comply with the background checks provision of the state law. Employees are responsible for notifying RMP within 48 hours if they are arrested, convicted or pleaded guilty or no contest to any crime of unlawful sexual behavior involving children.

4.4 Job Descriptions

RMP attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from Human Resources.

Job descriptions prepared by the Organization serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description, but are in alignment with your role or position-level within the organization. Furthermore, the Organization may have to revise, add to, and/or delete from your job duties per business needs. On occasion, the Organization may need to revise job descriptions with or without advance notice to employees.

If you have any questions regarding your job description or the scope of your duties, please speak with your manager.

4.5 Training Programs

At Rocky Mountain Prep, it is our aim that every human thrives; therefore, we believe that robust professional learning and development are key components of your total rewards and our movement toward educational equity and excellence. We also believe ongoing learning is critical for your own job satisfaction and sustainability. We are committed to providing our staff with meaningful learning opportunities that lead to better outcomes for our students and foster a community of lifelong learners.

Mandatory Participation

Every RMP staff member regardless of position, tenure, school, team, or role is expected to attend, participate, and engage in professional learning. This underscores your personal commitment to your own learning, growth, and development.

Types of Professional Development

Throughout the school year, staff members will participate in various types professional development opportunities, including but not limited to:

- Summer training & All-staff PD
- School-based professional development
- Position-based professional learning
- Team Development
- Network-led compliance sessions

Conduct During Professional Development

During professional development sessions, we expect all staff members to engage respectfully, embodying our PEAK core values and pillars of rigor and love. By fostering a collaborative and inclusive learning environment, we can drive forward our shared vision and create transformation in our organization. Failure to engage respectfully may lead to disciplinary action, up to and including termination.

Tailored Training

For some schools, teams, and departments, training is conducted individually or in small groups by managers due to the unique responsibilities of the roles. Even if you have prior experience, you may model a growth mindset by contextualizing the respective skill, information, strategy, or learning into our unique context.

Seeking Opportunities

Staff members are encouraged to seek additional professional development opportunities. To attend a PD opportunity on a scheduled workday, submit a written request to your supervisor at least two weeks in advance. Exceptions may be made for opportunities not available or unknown within this timeframe.

Approval depends on the below factors and considerations:

- Alignment of the PD to your role or position
- Anticipated use of this PD to your role or position
- Cost of the PD to include the anticipated academic return on investment (AROI) or systems return on investment (SROI)
- Frequency of training opportunities offered
- Alignment, integration, supplementary, and/or complementary to RMP's concept essence, academic vision, core values, and strategic priorities
- Other factors depending upon the type of PD

Certification and Licensure Requirements

- Staff members hired contingent upon completing a certificate program or obtaining necessary licensure must use allocated PTO for any classes or programming during workdays. However, for classes or exams essential to job performance, attendance is allowed without using PTO or unpaid days, provided you make every effort to schedule on non-work days and give at least fourteen days' notice.
- Payment for classes or PD opportunities is the staff member's responsibility unless the President of People and Business Administration provides written approval for RMP to cover costs.

Teacher Certification

All teachers (excluding student teachers and Educational Assistants) and roles designated by HR must be fully qualified to provide English Language Acquisition (ELA) services through the DPS ELA Training Program, advanced coursework, or a Colorado endorsement. Teachers not ELA qualified at the time of hire must complete the DPS ELA training program within their first two years at RMP.

Support and Resources

If you require additional training, please consult your manager. We are here to support your growth and ensure you have the resources needed to excel in your role.

4.6 Internal Applications and Transfers

All RMP staff members are permitted to apply for a position transfer within the network between school years or based on the needs of your work site. Staff members may be required to submit an application for the desired position on the RMP careers website and follow the process outlined by the Talent Team, which may include submission of written questions and an in-person interview. Staff members on a current Performance Improvement Plan are not eligible for internal transfers. Please contact a member of the Talent Team for more information.

RMP reserves the right to hire, internally or externally, in the best interest of RMP. Positions that are open to the public and current staff members will be posted on the RMP careers website. Staff members interested in transferring from one position to another, including similar teaching positions at another school site, should notify their manager and complete an 'internal' application on the RMP hiring portal.

4.7 Promotional Opportunities

As required by applicable law, all internal promotional opportunities will be posted to the RMP job board. Such opportunities require an application and completion of designated interview processes as applicable by state law.

4.8 Eligibility for Rehiring

Employees who were part of an involuntary reduction in force, as well as those employees who voluntarily resigned and gave appropriate notice, will be eligible for rehire if they had a satisfactory work record while employed by RMP. If an employee is rehired within one year of their voluntary resignation or reduction and force, they will be eligible for continuous years of service (or cumulative years of service). If an employee is rehired more than one year from their voluntary resignation or reduction in force date, they will be considered a new employee and their years of service will restart.

Former employees who had a less-than-satisfactory work record or were involuntarily terminated will not be considered for rehire.

5.0 Salary, Wage, and Hour Policies

5.1 Salary Structure

RMP may consider a variety of factors in determining the salary structures for positions and specific individuals. These may include, but are not limited to:

- Prior professional experience at RMP or elsewhere
- Years of relevant experience
- Outcomes of RMP Pay for Performance System

Performance-based pay increases are provided at the sole discretion of RMP and are subject to funding availability, among other factors.

If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, speak with Human Resources.

5.2 Direct Deposit

RMP encourages all employees to enroll in direct deposit. If you would like to take advantage of direct deposit, please email hrsupport@rockymountainprep.org for an application form. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

5.3 Employment Classifications

The Organization designates all employees as either exempt or nonexempt in compliance with applicable federal, state, and local law:

- **Exempt Employees.** Exempt employees are generally paid a fixed salary and are not entitled to overtime pay.

- **Nonexempt Employees.** Nonexempt employees are entitled to minimum wage and overtime pay. Non-exempt staff members should carefully review [RMP's Overtime Policy](#). RMP prohibits any unauthorized overtime. Any staff member who has a question regarding their exemption status should consult Human Resources.

The Organization also assigns each employee to one of the following categories:

- **Regular Full-Time Employees.** Regular full-time employees are normally scheduled to work at least 40 hours per workweek, except for approved time off. Full-time employees are eligible for most Organization benefits.
- **Regular Part-Time Employees.** Regular part-time employees are normally scheduled to work 30 hours or less per workweek. Part-time employees are not eligible for most Organization benefits.

You will be informed of your classification, status, and responsibilities at the time of hire and at any time your classification, status, or responsibilities change. If you have a question regarding this information, contact hrsupport@rockymountainprep.org. These classifications do not alter your employment at-will status.

5.4 Substitute Pay

All staff who are covering classes for other instructional staff members (in lieu of hiring a substitute for that day) must log their start and end time per the campus established protocol. The substitute pay rate is \$25/period, for up to \$125 max per day; this rate is subject to change with or without advance notice. Principals are ineligible for substitute pay. Some roles are ineligible for additional sub pay, such as Fellows, Building/Central Subs, and Principals. If you have questions regarding your eligibility, please contact HR.

5.5 Paycheck Deductions

RMP is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, state retirement through PERA, and other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt employees may also include, but are not limited to, deductions for full-day absences. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact Human Resources.

The Organization will not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to Human Resources.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

The Organization will not retaliate against employees who report erroneous deductions in accordance with this policy.

5.6 Recording Time

RMP is required by applicable federal, state, and local laws to keep accurate records of hours worked by non-exempt employees. To ensure that the Organization has complete and accurate time records and that employees are paid for all hours worked, nonexempt employees are required to record all working time using our online HRIS system, Paylocity. Speak with Human Resources for specific instructions.

You must accurately record all of your time to ensure you are paid for all hours worked, and must follow established procedures for recording your hours worked. For non-salaried employees, time must be recorded as follows:

- Immediately before starting your working hours (no more than 5 minutes prior to your scheduled work shift).
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work (no more than 5 minutes prior to your scheduled end time).
- Immediately before and after any other time away from work, such as scheduled breaks.
- Timesheets/time cards are to be turned in through Paylocity on the required dates for accurate payroll.

Notify Human Resources of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to Human Resources any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

In the event the School is closed or delayed due to inclement weather, all scheduled employees—whether exempt or non-exempt— will be paid as if they had worked their scheduled hours for the day. For all non-exempt employees such days or hours are not considered in the calculation of overtime pay.

If a non-exempt employee chooses to perform School-related work during a holiday or snow day/delay, they cannot add those hours to hours accounted for above. Nor will these hours be considered in the calculation of overtime pay. Certain positions may be required to report to work during a snow day; this will be clarified in their contract.

5.7 Use of Employer Credit Cards

All staff members in the possession of a credit card issued by RMP will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. All staff members in the possession of a credit card issued by RMP must abide by the usage policy outlined by the finance team. Use of credit cards requires accurate receipt procedures. Itemized receipts are required for all purchases, and tax exemption should be asked for at the time of purchase. Failure to follow these guidelines and to submit receipts in a timely manner will result in consequences including, but not limited to, loss of access to a company card.

For more information on credit card usage and spending guidelines at RMP, please reach out to the finance team.

Immediately report lost or stolen Organization cards to the finance team. Failure to follow this policy may result in disciplinary action, up to and including termination.

5.8 Incentives

On occasion, RMP may offer incentives or compensation increases. Such incentives or compensation increases will be noted in your offer letter or updated compensation letter and may include stipulations, such as the amount of time that such employees are to stay employed by RMP in order to be fully vested in the incentives or compensation increases. If an employee decides to resign or is terminated prior to such time period completion, RMP reserves the right to re-claim such incentives or compensation increases from your final paycheck.

5.9 Payroll Advances and Loans

RMP does not make payroll advances or loans.

5.10 Pay Periods

Staff receive their annual pay in equal monthly installments over a 12-month period. The 12 month period runs from July 1 to June 30.

RMP operates on a monthly payroll cycle meaning each pay period is from the first day of the month until the last day of the month. Pay dates fall on the last business day of each month on a 12-month basis. New full-time salaried staff with a start date after the first of the month, will receive a prorated first paycheck based on the number of days worked.

RMP utilizes direct deposit. Staff members are required to notify Human Resources of any change to their direct deposit as soon as possible, but no later than fourteen (14) days before the next pay period. Failure to make such notification may result in a delay in the direct deposit.

The 2024–2025 School Year Pay Dates are below:

- | | |
|------------------------------|-----------------------------|
| ● Wednesday, July 31, 2024 | ● Friday, January 31, 2025 |
| ● Friday, August 30, 2024 | ● Friday, February 28, 2025 |
| ● Monday, September 30, 2024 | ● Monday, March 31, 2025 |
| ● Thursday, October 31, 2024 | ● Wednesday, April 30, 2025 |
| ● Friday, November 29, 2024 | ● Friday, May 30, 2025 |
| ● Tuesday, December 31, 2024 | ● Monday, June 30, 2025 |

5.11 Conference and Overnight Travel

For more information about conference/overnight travel booking and reimbursement, please speak to your manager.

5.12 Reimbursement for Out-of-Pocket Business Expenses

Business expenses should be made on an RMP Purchasing Card. If an expense must be made on a personal card, approval from your manager should be obtained prior to the purchase. Please reach out to accountspayable@rmp.org for the process of reimbursement for these out-of-pocket business expenses.

6.0 Attendance, Performance, Discipline, Layoff, and Termination

6.1 Attendance

Attendance and Work Hours for Full-Time Salaried School Site-Based Staff

All full-time salaried school site staff members are required to be on campus every scheduled duty day. Specific work hours are determined by each campus and occasion. Staff members are expected to follow the direction of their supervisor or Principal.

Attendance and Work Hours for NST/Central Staff

Please be advised that NST/Central employees work in service of our schools, students, and community. This will require you, regardless of position, to be available during school hours– even if/when this is outside of your standard work day which will typically run 8am-5pm (MST) depending upon your role or position in the organization.

If you are unexpectedly unable to work or will be late for work, notify your supervisor as soon as you are aware. Your supervisor will inform you of their expectations regarding notification.

Part-Time Employees

Reporting hours for part-time employees will be established by their manager. Additionally, instructional and school leadership staff members may be expected to work extended hours on professional development days. Staff should clarify professional development expectations with their managers.

Special Events

All full-time salaried staff members may be required to attend and/or participate in special events that support family engagement and/or network events. These events include, but may not be limited to, parent nights, weekend family orientation events, enrollment fairs, canvassing, home visits, and field trips.

Expectations and Support

- You are expected to be on the job, ready to work, when scheduled. If you are unable to report to work as scheduled, please communicate proactively with your manager to discuss your situation and seek guidance.
- RMP is committed to supporting our staff's growth and development. If you have questions or concerns about your scheduled hours, please reach out to your manager for support and clarification.

Use of Paid Time Off

RMP reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences where permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to this policy.

All full-time salaried school site staff members are required to be on campus every scheduled duty day. Specific work hours are determined by each campus and by occasion, and all staff members are required to follow the specific direction of their supervisor or site leader.

School Site Staff Members: Please speak to your Principal for campus-specific requirements.

Central Staff Members: If you are unexpectedly unable to work or you will be late for work, you must notify your supervisor as soon as you are aware that you will be absent or late. Your supervisor will inform you of the expectations regarding notification.

All full-time salaried staff members may be required to attend several special events that support the engagement of families within our school communities. These events include, but are not limited to, parent nights, weekend family orientation events, canvassing, home visits, and field trips.

Part-time employees' reporting hours will be established by their manager. In addition, instructional and administrative staff members may be expected to work extended hours on the days on which there is professional development; staff should clarify professional development expectations with their managers.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment. If you have questions regarding your scheduled hours, please reach out to your manager.

Rocky Mountain Preparatory Schools reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences where permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

6.2 Job Abandonment

If you fail to show up for work or fail to call in with an acceptable reason for the absence for a period of three consecutive days, you will be considered to have abandoned your job and voluntarily resigned from Rocky Mountain Preparatory Schools.

6.3 Disciplinary Process

Violation of Rocky Mountain Preparatory Schools policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. The Organization encourages a system of progressive discipline depending on the type of prohibited conduct. However, the Organization is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis.

In appropriate circumstances, management may first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. However, the Organization may accelerate these step/move quicker to final warnings/terminations depending on the circumstances. Your manager will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the Organization is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

6.4 Exit Interview

You may be asked to participate in an exit interview when you leave Rocky Mountain Preparatory Schools. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment, identify any trends requiring attention or opportunities for improvement and to assist the Organization in developing effective recruitment and retention efforts. Your cooperation in the exit interview process is appreciated.

6.5 Open Door/Conflict Resolution Process

RMP works to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems and concerns you have about the workplace to the attention of your manager at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate manager. If you have already brought this matter to the attention of your manager before and do not believe you have received a sufficient response, please follow the grievance procedure outlined [here](#).

6.6 Outside Employment

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at Rocky Mountain Preparatory Schools is prohibited. The Organization recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment that will conflict with your duties and obligations to the Organization should be reported to your manager. Failure to adhere to this policy may result in discipline up to and including termination.

6.7 Pay Raises

Each year, RMP conducts an Annual Salary Review to ensure compensation equity. Depending on financial health and other organizational factors, efforts will be made to give pay raises, taking into account RMP's financial situation, job performance, tenure, and market trends impacting our workforce. RMP may also grant individual pay raises based on merit or due to a change in job position.

RMP aims to maintain our competitive edge by providing competitive salaries. If you receive a verifiable offer of employment for a higher salary in the same or a mostly similar role to your current position, RMP

may, at its discretion and upon approval by the President of People and Business Administration, match that offer. This match will be considered if the salary offer falls within a comparable range for similar job titles and salary ranges within our network. Salary matches will not be considered for roles that differ significantly or are leveled differently from your current position.

Additionally, certain staff members receive yearly increases as part of their step pay scale. If you have any questions regarding your salary, please reach out to hrrsupport@rockymountainprep.org.

6.8 Performance Improvement

At RMP, our commitment to growth and development is rooted in our belief in the potential of every staff member. We strive to create an environment where feedback, support, coaching, and/or the cultivation of a learner's mindset helps you thrive and contribute meaningfully to our shared mission.

We value excellence over perfectionism and believe that regular feedback is essential for our staff's growth and development. In alignment with our concept essence and academic vision, your manager is expected to meet with you regularly to facilitate a strong professional partnership.

Meetings and Evaluations

- **Format:** Conversations regarding performance may happen informally throughout the year; whereas, formal performance conversations will be integrated into a process outlined by Human Resources in partnership with our school and academic teams.
- **Discussion Points:** In these meetings, you and your manager should be norming and level-setting on:
 - Building a shared understanding of what excellence looks like in your role
 - Identifying your areas of strength and asset
 - Norming on your areas for growth and further development
 - Exploring ways in which you are prioritizing equity in your work

Performance Reviews and Compensation

A positive performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors beyond performance, including organizational needs and financial considerations.

Performance Improvement Process

- **Comprehensive Evaluation:** Performance encompasses creating and maintaining a safe, productive, and effective work environment. If your manager has concerns about your performance, prioritization of equity, punctuality, or attendance, they may use a variety of processes to support your growth..
- **Collaborative Approach:** The performance improvement process aims to enhance the quality of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You may also proactively request assistance from your manager in developing a performance improvement plan based on your own growth and development goals.
- **Execution and Confidentiality:** Improvement Plans are executed in collaboration with the Human Resources department, the employee, and the manager. Both the manager and the employee

are expected to maintain the utmost confidentiality. Failure to achieve Improvement Plan goals may be grounds for dismissal.

Grievance Process: If you feel that you have been placed on a performance improvement plan unfairly, you may initiate a grievance based on the process outlined for staff [here](#).

6.9 Post-Employment References

Colorado Revised Statutes Section 8-2-114 provides immunity from legal action to employers who provide to a prospective employer information related to a former employee's (a) suitability for future employment, (b) the employee's "work-related skills, abilities, and habits," and (3) the reason for the employee's separation. In addition, the law states that employers may also not maintain a blacklist of former employees to prevent future employment.

In cases of termination, RMP policy is to confirm dates of employment and job title only. With written authorization, RMP will confirm compensation. Forward any requests for employment verification to Human Resources.

6.10 Resignation Policy

RMP hopes that your employment with RMP will be a mutually rewarding experience; however, RMP acknowledges that varying circumstances may cause you to resign from employment. RMP intends to handle any resignation in a professional manner with minimal disruption to the workplace.

Notice

RMP requests that you provide a minimum of two weeks' notice of your resignation. If you are a manager (with direct reports, leading mission critical projects, and/or work streams), a school leadership team member (principals, assistant principals, director-level staff), or a senior leader (Executive Directors, Associate Chief, and Chief), you are requested to provide a minimum of four weeks' notice, but no less than two weeks notice, with a transition plan in place.

To provide notice: Provide a written resignation letter to your manager. If you provide less notice than requested, RMP may deem you to be ineligible for rehire, depending on the circumstances of the notice given.

RMP reserves the right to provide you with pay in lieu of notice in situations where job or business needs warrant.

While notice is requested, it is not required. Nothing in this employee handbook should be construed as anything except at-will employment.

Final Pay

RMP will pay separated employees in accordance with applicable laws and other sections of this Handbook.

Notify RMP if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

Return of Property

Return all Organization property at the time of separation, including, but not limited to, keys, tools, laptops, credit cards, and identification cards.

6.11 Standards of Conduct

RMP wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on RMP property.
- Inaccurate reporting of the hours worked by you or any other employees.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of RMP or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records.
- Taking or destroying RMP's property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
- Disclosure of RMP's trade secrets and proprietary and confidential information of RMP, its staff or its students.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in undesignated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on RMP premises during working hours.
- Failure to dress according to RMP's policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at RMP.
- Gambling on RMP premises.
- Unauthorized filming, videotaping, or recording non-RMP promoted content
- Lending keys or keycards to RMP property to unauthorized persons.

Nothing in this policy is intended to modify the at-will employment status where at-will is not prohibited by state law.

6.11.1 STUDENT/STAFF INTERACTION

RMP employees are held to the highest standards of conduct and ethics when interacting with students. The purpose of this policy is to provide clear guidelines for appropriate student and adult interactions that may otherwise be viewed as blurred boundaries or grooming. All RMP employees shall maintain professional and ethical relationships with students that are conducive of a safe learning environment. All RMP employee-student interactions shall be for legitimate educational purposes. Employees shall not engage in the following behaviors:

- Touching or initiating inappropriate contact with a student except in cases of assisting with injuries, assisting students with special needs as stated in their IEP/504, coaching instruction or protecting students from harm.
- Transport students in personal vehicles.
- Socialize with students outside of the classroom except for legitimate educational purposes such as school-sponsored field trips and activities.
- Engage in grooming, romantic, or sexual relationships with students.
- Communicating with students via social platforms for non-school related activities.
- Any other interaction that is inappropriate for an adult-student relationship.

6.12 Transfers

RMP may transfer your employment from one position to another with or without notice, as required by organizational needs, or upon request by you and with management approval. Transfers in excess of 90 days may be considered final and your paycheck may be increased or decreased consistent with the pay scale for your new position.

Staff members interested in transferring from one position to another, including similar teaching positions at another school site, should notify their manager and complete an 'internal' application on the RMP hiring portal.

Transfers will be approved at the sole discretion of RMP, based on what RMP determines to be in the best interest of the Organization as well as the students, families, and communities served.

6.13 Workforce Reductions (Layoffs)

If necessary based upon business needs, RMP management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and RMP will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

7.0 General Policies

7.1 Authorization for Use of Personal Vehicle

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, acceptable driving record, and appropriate insurance coverage. RMP may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license and insurance coverage for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to RMP.

If you use your personal vehicle in the course and scope of employment, you may not operate such vehicle while:

1. Under the influence of drugs, alcohol, or any other substance that might impair your judgment or ability to drive; or
2. Texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

Employee's understand that if they drive their personal automobile or a rented vehicle for approved RMP purposes and they are involved in an accident, or collision, the owner or renter of the vehicle is liable for any death or injury to any person or property resulting from a negligent wrongful act or omission in the operation of the vehicle. RMP is not responsible for any damages or injuries due to negligent use of a personal vehicle.

A person driving their personal automobile or a rented vehicle for RMP purposes will be responsible for any costs associated with moving violation or parking violations incurred during such driving.

Staff are not permitted to drive students in their personal vehicles. Staff are not permitted to ride in the personal vehicle of a student or student's family. If a student is in need of transportation home from school, staff should contact the first point of contact listed in Infinite Campus. If the family communicates that the first point of contact is unable to pick up the student, staff will request permission for alternate transportation such as other points of contact listed in Infinite Campus or a ride-share paid for by RMP.

Staff at the RMP Network Support office who consistently drive to campuses may be eligible for a mileage stipend.

7.2 Employer Sponsored Social Events

RMP holds periodic social events for employees. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by a manager prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

7.3 Mail Use

You are required to limit usage of the RMP mail service to business purposes only. You may not use RMP's address to receive personal mail. Do not use RMP's postage meter for your personal mail. Report any suspicious packages or envelopes to Human Resources immediately.

7.4 Non Solicitation/Non Distribution Policy

To avoid disruption of business operations or disturbance of employees, visitors, and others, RMP has implemented the below Non Solicitation/Non Distribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Non Solicitation/Non Distribution Policy.

You are prohibited from soliciting others from your RMP e-mail or during working time. For this purpose, working time means time during which either you or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, coffee breaks, or other authorized nonworking time, so long as you do so when the other employees are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, you may not distribute literature or other items that are not work related in working areas at any time. Working areas include break areas, lounges, lunch rooms, auditoriums, hallways, bulletin boards, or parking lots. Electronic distribution of materials is prohibited during work time. Literature that violates the company's equal employment opportunity (EEO) and nonharassment policies (including threats of violence), or is knowingly and recklessly false, is never permitted. Non-employees are not permitted to distribute materials on company premises at any time.

This policy is not intended to restrict the statutory rights of employees, including the right to discuss terms and conditions of employment.

Violations of this policy should be reported to your manager.

7.5 Off-Duty Use of Employer Property or Premises

You may not use RMP property for personal use during working time. You are responsible for returning RMP property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, computers, RMP products, or office supplies for personal use without prior authorization.

It is RMP's policy to control off duty and nonworking hour use of RMP facilities either for business or personal reasons. You are prohibited from using RMP facilities during off duty or nonworking hours without the written consent of Human Resources. If you use RMP facilities during your off-duty hours or RMP off-hours, you will be required to sign a log-in and log-out sheet maintained by RMP or the building manager.

7.6 Personal Cell Phone/Mobile Device Use

While RMP permits employees to bring personal cell phones and other mobile devices (i.e. smart phones, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods or in accordance with specific applications or programs as directed by your principal (Class Dojo, Talking Points, etc). During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on RMP property, unless duly authorized.

You are expected to comply with RMP's policies regarding the protection of confidential and proprietary information when using personal devices, including all HIPPA, FERPA, and COPPA protections.

While operating a vehicle on work time, RMP requires that the driver's personal cell phone/mobile device be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location.

You may connect your personal device to RMP's network or to RMP equipment (computers, printers, etc.).

You may be subject to disciplinary action up to and including termination of employment for violation of this policy.

7.7 Telecommuting

Telecommuting is defined as regularly working a full or partial workday from home or some other alternate work site.

RMP will make telecommuting available to employees when it benefits organizational and departmental needs. This option may not be available in some job classifications due to business needs. Each department manager will determine, at their discretion, the positions within the department that may be suitable for telecommuting. Any determination must be approved by the CEO.

Staff working remotely are expected to work Mountain Standard Time, unless otherwise authorized. Approval to work remotely does not exempt an employee from a requirement to report to the office in specific and unique situations, and employees should be in communication with their manager regarding their limitations and availability.

While working remotely, an employee is expected to be available for meetings, returning emails, and phone calls during the work day.

RMP reserves the right to modify this policy as necessary.

7.8 Third Party Disclosures

From time to time, Rocky Mountain Preparatory Schools may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of RMP and should refer any call requesting the position of RMP to the Chief Growth Officer or Chief Legal Officer.

7.9 Workplace Privacy and Right to Inspect

Rocky Mountain Preparatory Schools property, including but not limited to lockers, phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of RMP and is subject to inspection at any time, without notice to any employees, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on RMP premises including that kept in lockers and desks.

8.0 Benefits

8.1 Retirement planning

As a local government employer, RMP participates in the Colorado Public Employee Retirement Association. The Colorado Public Employees' Retirement Association (PERA) provides retirement and other benefits to employees of the State of Colorado and school districts. For most members, PERA serves as a substitute for Social Security. PERA provides benefits to you when you retire or are disabled, or to family after your death. In addition, PERA members may take advantage of voluntary programs offered by PERA such as life insurance, a 401(k) plan, and long term care insurance.

As an employee of a PERA-affiliated employer, you contribute to Colorado PERA instead of Social Security. We cannot remove or decrease your contributions to PERA.

You contribute 10.5% percent of your monthly salary to your PERA member account. These contributions are tax-deferred until they are returned to you either through a refund or a monthly benefit. Rocky Mountain Prep also contributes a percentage of its total payroll to PERA (approximately 18%-20% depending on school district). These contributions are deposited with other employer contributions in a "pooled" pension trust fund. If you refund your account, you will receive a portion of these funds.

8.2 Insurance Coverage

RMP offers eligible staff members access to comprehensive health insurance plans. Please contact Human Resources for information of the current benefits details, including premiums and costs for family members and dependents. RMP reserves the right to amend or terminate any health benefit or coverage or to require or increase staff member's premium contributions toward any benefits with or without advance

notice, at its discretion, as allowed by law. Contact Human Resources for additional information on benefits and insurance coverage, including eligibility for family, dependents and domestic partners, and any other requirements necessary to elect, change or continue coverage, in the event of a family change or other qualifying event or otherwise. Full-time employees have thirty (30) days from their start date to enroll in benefits and insurance coverage. If the thirty-day deadline is missed, the employee will not be able to enroll until the next open enrollment period.

8.3 Bereavement Leave

RMP recognizes the importance of taking leave when there is a death in the family. Where bereavement leave is not required by law, the organization will provide bereavement leave as follows: All employees are eligible for 5 days of paid bereavement leave for the death of an immediate family member. You may use accrued but unused paid-time off if additional time is needed. Additional unpaid time off after the death of an immediate family member may be granted at the discretion of the organization on a case-by-case basis.

For purposes of this policy, immediate family members include the following and applies both to the family of the employee and the employee's spouse: child (including miscarriage), spouse, domestic partner, sibling, parents, grandparents and grandchildren, aunts, uncles, daughters or sons-in-law, niece or nephew, cousins, or another adult who stood in loco parentis to the employee during childhood (further documentation may be required). Adoptive, foster, and step relations for each of these categories applies, as well.

You must provide notice of your need for bereavement leave as far in advance as possible. The organization may require documentation supporting your need for bereavement leave. Bereavement leave is to be taken all at once, any unused time will be lost.

8.4 COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible RMP employees and their beneficiaries to continue health insurance coverage under the RMP health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Contact hrsupport@rockymountainprep.org to learn more about your COBRA rights.

8.5 Accommodations for Lactating Individuals

RMP will provide people who express breastmilk reasonable break time to express milk for their infant child for up to two years following the child's birth.

If you are lactating, RMP will provide you a private room or other location in close proximity to the work area, other than a restroom, to express milk. The room or location will be shielded from view and free from intrusion from coworkers and the public.

Expressed milk can be stored in company refrigerators. Sufficiently mark or label your milk to avoid

confusion for other employees who may share the refrigerator. You may also bring a personal cooler for storage.

You are encouraged to discuss the length and frequency of these breaks with your managers.

RMP will not discriminate or retaliate against employees who express milk in the workplace in accordance with this policy.

8.6 Child Care Benefit

RMP recognizes that balancing work and parenting responsibilities can be a challenge. To support the financial and logistical needs of working parents, RMP offers the following support.

RMP ECE Tuition Subsidy:

For full-time staff who have children enrolled in an RMP ECE 3-4 program, RMP will reimburse payments made to the district provider. The monthly tuition amount will vary based on household income. This policy will be revisited annually, and may be changed based on RMP's available budget.

Reimbursement Parameters:

- Full-time staff members can receive up to 50% of the maximum reimbursable amount per month/per student in ECE tuition assistance. For example, in SY25 the maximum monthly cost for our ECE programs in Denver is \$1198/month. RMP will therefore reimburse up to \$599/month for each student in an RMP Denver-based ECE program. Examples:
 - A family in Level C has two children in full-day ECE. It is \$301/mo per child for a total cost of \$602. RMP would reimburse that family for the full \$602.
 - A family in Level E has one child in full-day ECE for \$858/mo. RMP would reimburse that family \$599 and they would be responsible for covering the rest.
- The benefit is per-child, so a staff member can claim the benefit for multiple children. If both parents work for RMP, this benefit may only be claimed once.
- To take advantage of this benefit, the staff member must register their child(ren) for the appropriate program, pay the monthly fees up front, and submit receipts for reimbursement through RMP's expense reimbursement procedure.
- This reimbursement is not subject to taxation & PERA deductions at this time.
- Staff members submitting tuition payments for reimbursement must do so in a timely manner. RMP will not reimburse for a tuition bill that was paid more than 60 days prior to submission of the reimbursement.

8.7 Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If

you are injured on the job while working at RMP, no matter how slight, you are to report the incident immediately to your manager. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your manager immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

9.0 Leave

9.1 Family and Medical Leave (FMLA)

In accordance with the Family and Medical Leave Act of 1993 (FMLA), RMP School provides up to 12 or 26 weeks of unpaid, job-protected leave in a 12-month period to covered employees in certain circumstances. RMP utilizes the “rolling” 12-month period, which is measured backward from the date an employee uses any FMLA leave. Under the “rolling” 12-month period, each time an employee takes FMLA leave the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Eligibility

To qualify for FMLA leave, you must:

1. Have worked for the Organization for at least 12 months, although it need not be consecutive;
2. Worked at least 1,250 hours in the last 12 months; and
3. Be employed at a worksite that has 50 or more employees within 75 miles.

Reasons for Leave

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period for any of the following reasons:

- The birth of a child and in order to care for that child (leave must be completed within one year of the child's birth);
- The placement of a child with you for adoption or foster care and in order to care for the newly placed child (leave must be completed within one year of the child's placement);
- To care for a spouse, child, or parent with a serious health condition;
- To care for your own serious health condition, which makes you unable to perform any of the essential functions of your position; or
- A qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, child, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service.

As used in this policy:

- **Spouse** means a husband or wife as recognized under state law for the purposes of marriage in the state or other territory or country where the marriage took place.
- **Child** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability at the time FMLA leave is to commence. A child for the purposes of military exigency or military care leave can be of any age.
- **Parent** means a biological, adoptive, step, or foster parent or any other individual who stood in loco parentis to you when you were a child.
- **Next of kin** for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as his or her caregiver, that individual will be the only next of kin. In appropriate circumstances, you may be required to provide documentation of next of kin status.
- **Serious health condition** means an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. Ordinarily, unless complications arise, cosmetic treatments and minor conditions such as the cold, flu, ear aches, upset stomach, minor ulcers, headaches (other than migraines), and routine dental problems are examples of conditions that are not serious health conditions under this policy. If you have any questions about the types of conditions that may qualify, contact Human Resources.
- **Health care provider** means a medical doctor or doctor of osteopathy, physician assistant, podiatrist, dentist, clinical psychologist, optometrist, nurse practitioner, nurse-midwife, clinical social worker, or Christian Science practitioner licensed by the First Church of Christ. Under limited circumstances, a chiropractor or other provider recognized by our group health plan for the purposes of certifying a claim for benefits may also be considered a health care provider.
- **Qualifying exigencies** for military exigency leave include:
 - Short-notice call-ups/deployments of seven days or less (**Note:** Leave for this exigency is available for up to seven days beginning the date of call-up notice);
 - Attending official ceremonies, programs, or military events;
 - Special childcare needs created by a military call-up including making alternative childcare arrangements, handling urgent and non-routine childcare situations, arranging for school transfers, or attending school or daycare meetings;
 - Making financial and legal arrangements;
 - Attending counseling sessions for yourself, the military service member, or the military service members' son or daughter who is under 18 years of age or is 18 or older but incapable of self-care because of a mental or physical disability;
 - Rest and recuperation (**Note:** Fifteen days of leave is available for this exigency per event);
 - Post-deployment activities such as arrival ceremonies, re-integration briefings, and other official ceremonies sponsored by the military (**Note:** Leave for these events are available for 90 days following the termination of active duty status). This type of leave may also be taken to address circumstances arising from the death of a covered military member while on active duty;
 - Parental care when the military family member is needed to care for a parent who is incapable of self-care (such as arranging for alternative care or transfer to a care facility); and
 - Other exigencies that arise that are agreed to by both RMP and you.

- A *serious injury/illness* incurred by a service member in the line of active duty or that is exacerbated by active duty is any injury or illness that renders the service member unfit to perform the duties of his or her office, grade, rank, or rating.

Notice and Leave Request Process

If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not possible, give notice as soon as practicable (within one or two business days of learning of your need for leave). Failure to provide appropriate notice may result in the delay or denial of leave.

In addition, if you are seeking intermittent or reduced schedule leave that is foreseeable due to planned medical treatment or a series of treatments for yourself, a family member, or covered service member, you must consult with the Organization first regarding the dates of this treatment to work out a schedule that best suits your needs or the needs of the covered military member, if applicable, and the Organization.

If the need for leave is unforeseeable, provide notice as soon as possible. Normal call-in procedures apply to all absences from work, including those for which leave under this policy may be requested. Failure to provide appropriate notice may result in the delay or denial of leave.

To request the appropriate forms for FMLA, please contact Human Resources.

Certification of Need for Leave

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification forms from Human Resources. When you request leave, RMP will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

At our expense, RMP may require an examination by a second health care provider designated by us. If the second health care provider's opinion conflicts with the original medical certification, we, at our expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. Subsequent medical recertification may also be required. Failure to provide requested certification within 15 days, when practicable, may result in delay of further leave until it is provided.

RMP also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Requests may require certain documentation or information to be processed. All requests for FMLA should include enough information to make RMP aware that the staff member needs qualifying leave, and the anticipated timing and duration of the leave, if known. Sufficient information may include that the staff member is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health-care provider, or circumstances supporting the

need for military family leave. Staff members also must inform RMP if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Any requests for extensions of leave under this policy must be received as soon as is practicable and must include the revised anticipated date(s) and duration of the leave. To the extent permitted by law, RMP reserves the right to deny requests for extensions or deny reinstatement to a staff member who exceeds the leave amounts provided by this policy or fails to provide requested medical certification. In addition, a staff member who has a disability may be eligible for leave under the Americans with Disabilities Act (ADA) or state law. For more detailed information on extended leaves, please contact hrsupport@rockymountainprep.org.

Once RMP is aware of the staff member's need for leave, it will inform the staff member whether he or she is eligible under the FMLA eligibility guidelines. If the staff member is eligible, the notice will specify any additional information required, as well as the staff members' rights and responsibilities. If the staff member is not eligible, RMP will provide a reason for the ineligibility.

If you have questions or would like more information on how to provide notice for FMLA, please contact your supervisor or hrsupport@rockymountainprep.org.

Call-In Procedures

In all instances of absence, the call-in procedures and standards established for giving notice of absence from work must be followed.

Paid Leave Utilization During FMLA Leave

FMLA leave is unpaid; however, you may be required to substitute any accrued and unused paid leave for unpaid FMLA leave as permitted by law.

Your FMLA leave runs concurrently with other types of leave, such as accrued paid leave that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by state law. The substitution of paid leave for unpaid FMLA leave does not extend the 12 or 26 weeks (whichever is applicable) of FMLA leave. In addition, the substitution of paid leave for unpaid leave may not result in your receipt of more than 100 percent of your salary.

If you are receiving short- or long-term disability or workers' compensation benefits during a personal medical leave, you will not be required to utilize accrued paid leave. However, where state law permits, you may elect to use accrued paid leave to supplement these benefits.

Leave Increments

Intermittent Leave

If medically necessary, FMLA leave for a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

As FMLA leave is unpaid, RMP will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave that is foreseeable due to planned medical treatments, RMP may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

Parental Leave

Leave for the birth or placement of a child must be taken in a single block and cannot be taken on an intermittent or reduced schedule basis. Parental leave must be completed within 12 months of the birth or placement of the child; however, you may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

Family Care, Personal Medical, Military Exigency, and Military Care Leave

Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a health care provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced-schedule basis.

Fitness for Duty Requirements

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. You will not be permitted to resume work until it is provided.

Health Insurance

Your health insurance coverage will be maintained by RMP during leave on the same basis as if you were still working. You must continue to make timely payments of your share of the premiums for such coverage. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage. If this occurs, you will be notified 15 days before the date coverage will lapse that coverage will terminate unless payments are promptly made.

Alternatively, at our option, RMP may pay your share of the premiums during the leave and recover the costs of this insurance upon your return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if you do not return to work at the end of leave, RMP may require reimbursement for the health insurance premiums paid during the leave.

Reinstatement

Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

Spouse Aggregation

If you and your spouse are both employed by RMP, the total number of weeks to which you are both entitled in the aggregate because of the birth or placement of a child or to care for a parent with a serious health condition will be limited to 12 weeks per leave year. Similarly, spouses employed by the Organization will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed for your own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

Failure to Return

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment. RMP is not required to grant requests for open-ended leaves with no reasonable return date under these policies or as disability accommodations.

Alternative Employment

While on leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by RMP. If you are on a leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

Interaction with State and Local Laws

Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits that are more favorable to the employee, as provided by these laws, will apply.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

Designation of Leave

If RMP becomes aware of any qualifying reason for FMLA leave, RMP will designate it as such. An employee may not refuse FMLA designation under this policy.

Retaliation

RMP will not retaliate against employees who request or take leave in accordance with this policy.

In addition to the above policies, staff members should be aware that there are guidelines regarding designation of FMLA, recertification of FMLA, return to work certificates, reinstatement and other relevant FMLA considerations. For this information and any questions on eligibility, use or others, please contact hrsupport@rockymountainprep.org.

9.2 Paid Caregiver Leave

To support the needs of staff members, RMP has implemented Paid Caregiver Leave. Effective January 1, 2024, if a staff member qualifies for Paid Family Leave as described below, the staff member may receive up to twelve (12) weeks of Paid Caregiver Leave during a twelve (12)-month period. Paid Caregiver Leave uses the same twelve-month rolling period as described under FMLA. Paid Caregiver Leave can be used concurrently with FMLA, but cannot be used consecutively.

Eligible Staff Members: Staff members who have been employed with RMP for 12 months prior to the start date of the leave and who have worked at least 1,250 hours during those 12 months are eligible for Paid Caregiver Leave. The calculation for the 12-month period for Paid Caregiver Leave will mirror the calculation under FMLA above.

Paid Caregiver Leave Qualifying Events:

A staff member qualifies for Paid Caregiver Leave for:

1. The birth, adoption, or fostering of a child;
2. Caring for oneself or a spouse, child, or parent with a serious health condition;
3. Bereavement leave for a spouse, domestic partner, or child/step-child; or
4. An exigency arising from a spouse, child, or parent on active military leave.

For purposes of Paid Caregiver Leave, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential health care facility and certified follow-up treatment.

Certification may be required consistent with FMLA laws.

Procedure for Requesting Paid Caregiver Leave: Please follow the FMLA procedure to request Paid Caregiver Leave.

Effect of Paid Caregiver Leave on Insurance and Benefits: While on Paid Caregiver Leave, RMP will continue health insurance and any employment benefit elections as if the staff member was not on leave. The staff member is required to continue payment of regular contributions and premiums if applicable. Arrangements for any staff member who is owed a premium or contribution will be made in advance when possible. Please contact hrsupport@rockymountainprep.org to discuss payment options.

If you have questions or would like more information on how to provide notice for Paid Caregiver Leave, please contact hrsupport@rockymountainprep.org.

9.3 Colorado FAMLI Act

RMP does not participate in Colorado's FAMLI Act (C.R.S. § 8-13.3-501 et seq.) (beginning January 1, 2023).

RMP employees are eligible to obtain individual elective coverage under the FAMLI Act.

9.4 Holidays

To view the 25-26 RMP calendar, please click [here](#). You will be compensated for holidays in accordance with federal and state law.

9.5 Unexpected Closures

Unexpected school closures, such as snow days or other unplanned individual or network-wide closures, may occur during the school year. For snow day closures or delays, RMP follows the Denver Public Schools (DPS) (or Aurora Public Schools specifically for the Fletcher campus) closure schedule. In the event of network-wide closure or delay, such as a snow day, all staff members receive the day off. For all other closures or delays, a school-specific or network-wide email will announce closures. School-specific closures/delays impact only those staff who work at that site. If you have any questions about the unexpected school closure policy, please speak to your supervisor. In the event of emergency closing or early dismissals, parents, students and staff members shall be informed as early as possible through network emails, phone calls, or text messages.

9.6 Paid School and Network Closures

School Based Instructional Staff Members: Instructional Staff that are employed with RMP are paid from July to June of every year. Staff members will be paid for 12 months based on total number of contact days completed. Staff members who are returning to RMP for the following school year will receive a July paycheck based on their June compensation rate or an updated July rate, as applicable, subject to applicable taxes and withholdings. Staff who receive a July paycheck but do not return to RMP may be required to return their July pay to RMP.

School Based Non-Instructional Staff members: Non-instructional school based staff members who are returning to RMP for the following school year will receive a July paycheck based on their June compensation rate or an updated July rate, as applicable, subject to applicable taxes and withholdings. Non instructional staff will be notified of any summer office closure dates by the final day of March prior to the summer break. Any office closure will not be paid out upon separation.

Network Support Staff: Network Support staff will be notified of any summer office closure dates by the final day of March prior to the summer break. Any office closure will not be paid out upon separation.

9.7 Military Leave (USERRA)

RMP complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to Human Resources. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your manager of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact hrrsupport@rockymountainprep.org.

9.8 Jury Duty

RMP recognizes that jury duty is a civic responsibility of our staff members. If a staff member receives a jury duty summons for a scheduled day of work, the staff member must provide a copy of the jury duty summons to their supervisor as soon as possible after receiving the summons. If the courts select you to serve on the jury, then you will need to provide a copy of the summons and the Court paperwork to hrsupport@rockymountainprep.org with a Jury Duty request, if you wish to be paid for the time served on the Jury.

RMP will provide paid leave, at the regular salary or per hour rate, for up to 15 work days in a calendar year when a staff member is on jury duty. At the end of the 15 days, staff members may use their accumulated PTO if they wish to continue to be paid while on jury duty. Staff members may also take the additional jury duty time as an unpaid leave of absence. At the conclusion of each day on jury duty, staff members are required to provide notice to their supervisor if they are required to return to jury duty the next day. Staff members are required to ask the court for documentation showing their participation in jury duty and provide that to their supervisor and hrsupport@rockymountainprep.org their return.

If a staff member reports for jury duty and is dismissed, the staff member is required to report for work for the remainder of each day on which this occurs. If the staff member is told that they do not need to report to the court on any day of the jury duty stint, they are required to report to work.

9.9 Witness Duty

Staff members may be required by law to appear in court as a witness. If witness duty falls on a regularly scheduled day of work, staff members must inform their supervisor of the witness duty as soon as they receive notice. Supervisors may ask for a copy of the subpoena. For witness duty unrelated to the staff member's duties as a RMP employee, the staff member will be required to use PTO, or if none is available, be granted unpaid leave.

Staff members shall immediately notify their supervisor if they receive a subpoena to testify or a request to be interviewed by law enforcement and if such subpoena or request is related to their duties as a RMP staff member. Testifying or appearing in court pursuant to a lawful subpoena in a capacity related to RMP will be counted as a work day. After testifying or being dismissed by court personnel, staff members are required to return to work.

9.10 Voting Leave

Upon prior request (before Election Day), you will be provided up to two hours of paid time off to vote if you do not have three or more non working hours in which to vote during the hours the polls are open. The time when you can go to vote will be at the discretion of your manager, consistent with applicable legal requirements.

9.11 Other Leaves of Absence

RMP grants eligible staff members leave of absence for certain court appearances, for leave related to domestic violence, or crime victims leave, leave for volunteer emergency management, emergency services and disaster works, volunteer firefighters, and any other leave required by local, state, or federal law. Unless otherwise required by law, staff members are not paid for such leaves of absence.

Staff members wishing to take a leave of absence must follow the procedure listed in the specific leave policy or contact hrsupport@rockymountainprep.org. If you believe you are eligible for leave under a law or policy that is not included in the Handbook, please contact hrsupport@rockymountainprep.org to set up a time to discuss the leave need.

9.12 Personal Time Off (PTO)

RMP provides employees with personal time off (PTO). PTO may be used for vacation, sick time (including leave for the flu, [COVID](#), etc.), doctors visits, or other personal matters.

Eligibility

All full-time regular employees are eligible to receive PTO.

Deposits Into Your Leave Account

PTO is calculated according to your work anniversary year. PTO granted during your first year of employment will be prorated based on your hire date. Part-time employees receive prorated PTO based on their workload (ex. a .8 FTE will receive .8 of the standard 1.0 monthly PTO accrual from the appropriate charts below.

The amount of PTO received each year is based on your length of service and accrues according to an accrual schedule determined by the Organization up to a maximum annual accrual as shown below:

INSTRUCTIONAL STAFF

Full-time instructional staff accrue up to 10 days annually, accrued at .83 days per month. Part-time instructional staff accrue a prorated amount in accordance with state and federal law.

Instructional staff members are those whose primary duties are working directly with students. Instructional staff includes, but is not limited to, the following positions:

- Teachers (general education, special education, literacy interventionists, specials, etc.)
- Teaching Assistants (TA)
- Associate Teachers (AT)
- Fellows
- Social Workers/Psychology
- Behavior Interventionists

NON-INSTRUCTIONAL STAFF

Non-instructional full-time staff accrue PTO based on tenure, as follows:

| Tenure (In Years) | Days of PTO | Accrual Rate |
|--------------------------|--------------------|---------------------|
| 0-3 Years | up to 10 days | .83 days per month |
| 4-6 Years | up to 12 days | 1 day per month |

| | | |
|-------------|---------------|---------------------|
| 7-10 Years | up to 15 days | 1.25 days per month |
| 11-14 Years | up to 18 days | 1.5 days per month |
| 15+ Years | up to 20 days | 1.67 days per month |

Part-time non-instructional staff accrue a prorated amount in accordance with state and federal law.

Non-instructional staff members are those whose primary duties involve administration, operations, coaching, and adult management. Non-teaching staff includes, but is not limited to, the following positions:

- School leadership teams (principals, assistant principals, director-level staff)
- School operations staff (office associates, campus operations associates, health paraprofessionals)
- Network Support Team/Central Staff

Leave Usage and Requests for Leave

RMP believes it is important to take time off for personal matters or to rest from work. As such, RMP encourages you to use your PTO time.

You must request PTO from your managers as far in advance as possible, but at least 2 days in advance. RMP will generally grant requests for PTO when possible, taking business needs into consideration. When multiple employees request the same time off, their seniority may determine priority in scheduling PTO times.

While it may not always be possible, Network Support Staff members are encouraged to use their vacation time, to the extent practicable with individual work responsibilities, when school is not in session or during slow times in their departments. Staff members must schedule their time off in advance with their supervisor. Approval of time off is at the discretion of supervisors.

Restricted PTO Days Policy

RMP reserves the right to deny PTO requests for Restricted PTO Days as determined by the network or your respective campus. Restricted PTO Days are typically the day before or after a holiday, family-teacher conferences, and PD days. Additional Restricted PTO Days may be determined by your campus, including student testing days, special events (ex: field day), and days with a high number of staff out. Unauthorized time off on Restricted PTO Days may result in disciplinary action, up to termination.

The 2024-2025 Network Restricted PTO Days are below:

- Thursday August 8 - Friday August 23, 2024 (Strong Start)
- Friday, August 30, 2024 (day before vacation)
- Tuesday, September 3, 2024 (day after vacation)
- Friday, September 20, 2024 (PD)
- Tuesday, October 1, 2024 (October Count Day)
- Wednesday October 9, 2024 (Fletcher Conferences, Others PD)
- Fletcher Only: Thursday October 10, 2024 (Conferences) & Friday October 11, 2024 (PD)
- DPS-Affiliated Schools: Monday October 14 & Tuesday October 15, 2024 (Conferences)

- Fletcher Only: Wednesday October 16, 2024 (day after vacation)
- Friday, November 22, 2024 (day before vacation)
- Monday, December 2, 2024 (day after vacation)
- Friday, December 20, 2024 (day before vacation)
- Tuesday, January 6, 2025 (PD & day after vacation)
- Friday, January 17, 2025 (day before vacation)
- Tuesday, January 21, 2025 (day after vacation)
- Friday, February 14, 2025 (PD & day before vacation)
- Tuesday, February 18, 2025 (day after vacation)
- Fletcher Only: Thursday March 6 & Friday March 7, 2025 (Conferences)
- Fletcher Only: Monday, March 17, 2025 (day after vacation)
- DPS-affiliated schools: Thursday March 20 & Friday March 21, 2025 (Conferences)
- Tuesday April 1, 2025 (PD)
- TBD: Senior Signing Day 2025
- Monday, May 19 - Friday May 30, 2025 (Strong Finish)

During a Leave of Absence

RMP may require you to use any unused PTO during disability or family medical leave, or any other leave of absence, where permissible under local, state, and federal law.

You will not accrue PTO during unpaid leaves of absence, or other periods of inactive service, unless PTO accrual is required by applicable federal, state, or local law.

Carryover

At this time, RMP does not have a carryover or payout policy. We encourage you to use your PTO prior to June 30, 2025. Any accrued PTO unused by June 30, 2025 will not rollover and will not be paid out.

Negative Balance

While PTO accrues monthly, you will see it front loaded into your Paylocity account at the beginning of the year or on your first day of work. RMP is providing you with an opportunity to use your PTO prior to accruing it. Use of PTO in excess of your allotted time may result in disciplinary action, up to termination.

9.13 Religious Holiday Observance Policy

In accordance with Title VII, RMP is committed to celebrating the various religions of our staff members and will accommodate time-off requests for a sincerely held religious belief to the best of our ability. The following parameters apply to this policy:

Religious Holiday Time-Off Allotment: Each staff member is entitled to **one day of religious holiday observance** per school year. This day may be taken at any time during the year but must be submitted in accordance with the timeline outlined below. Please note that this policy is not retroactive.

Submission Deadline: Requests for religious holiday time off must be submitted by August 31 every school year or, for newly hired staff, within 30 days of their hire date, to their APO with a cc to HRSupport@rmp.org. Requests submitted after this 30-day deadline will not be approved. APOs will send an approval or denial of the time consistent with campus policy.

Approval and Planning: While RMP will strive to accommodate all approved requests, staff are encouraged to submit their religious holiday requests as early as possible to facilitate planning and minimize disruption.

Undue Hardship: If the requested absence would cause undue hardship to the organization or hinder the operation of our schools, RMP reserves the right to deny or modify the request. Staff will be notified promptly in such cases.

Use Regarding Paid Time Off (PTO): Time off granted under this policy will not be deducted from a staff member's PTO balance. However, if the religious holiday requires more than one day, the additional time must be submitted as PTO (if available).

Blackout Days: Some religious holidays may land on a network or campus blackout day. RMP will strive to accommodate these requests but may deny them if they result in undue hardship.

Respectful Use of Policy: Misuse of this policy may result in disciplinary action, up to and including termination. RMP's goal is to honor and respect the religious practices of all staff members, and it is expected that this policy will be treated with integrity and respect.

By adhering to this policy, RMP ensures equitable and respectful consideration for the religious practices of all staff members while maintaining the operational needs of our schools.

10.0 Safety and the Workplace

10.1 Dress Code

Your work attire reflects on the reputation, integrity, and public image of RMP as an institution that nurtures children. All staff members are required to have appropriate attire for the workplace and the work being performed. We believe that ensuring our dress code expectations are equitable for all people and all body types helps make our workplace one of inclusivity and belonging.

Rocky Mountain Prep supports the CROWN Act (Creating a Respectful and Open World for Natural Hair), which prohibits discrimination based on natural hairstyle and texture.

The general expectations for professional presentation are outlined below. Specific expectations vary by campus, and school administrators will share more details with their staff members.

Overall:

- Undergarments should never be visible. Belts or tucked-in undershirts should be worn to prevent unintentional exposure.
- Fragrant products should be used in moderation out of concern for others with sensitivities or allergies.
- Special occasions (ex. conferences, school/network events) may warrant business attire.

Head Coverings:

- Religious and/or cultural head coverings are welcomed and are respected in the workplace.
- Hats, caps, beanies, skullies, and hoods may be worn while performing outdoor duties such as recess, arrival, and dismissal, but may not be worn inside the building.
- Bandanas, bonnets, wave caps, and durags are not permitted at any time.

Tops:

- Tops should allow for modesty and functionality when bending, stooping, lifting, raising, reaching, etc.
- Different campuses have different requirements regarding college and RMP t-shirts in the workplace. Please reach out to your school leader for more information.

Bottoms:

- Skirts and dresses must allow for a full range of motion without unintentional exposure.
- Leggings, yoga pants, athletic tights, biker shorts, or athletic bottoms are not considered work appropriate attire unless worn with a dress, skirt, or tunic length top.
- Pajama pants or pajama-appearing bottoms are not permitted at work at any time.
- For specific job roles, athletic clothes (ex. leggings, joggers, sweatpants, tennis shoes, scrubs, and jeans) can be allowed to facilitate an increased range of movement. Your manager will let you know if you have an exception.
- Different campuses have different requirements regarding jeans and jeggings in the workplace. Please reach out to your school leader for more information.

Shoes:

Please wear shoes that allow you to perform your job duties effectively. To maintain a safe environment, please adhere to the following guidelines when working in or visiting a school or classroom setting:

- Open-toed shoes are acceptable if they have a covered heel.
- Avoid wearing extremely high heels or platform style shoes that impede your ability to walk.
- Thong sandals and flip flip style footwear are not permitted.
- Athletic slides or house shoes are not allowed.
- Comfortable and supportive footwear such as Crocs, Birkenstocks, and mules are acceptable, provided they are clean and in good condition and have a covered heel.

RMP, in accordance with applicable law, will reasonably accommodate staff members with disabilities, financial hardship, or religious beliefs that make it difficult for them to comply fully with personal appearance policies unless doing so would impose an undue hardship on RMP. Contact Human Resources to request reasonable accommodation.

Disciplinary action could occur due to failure to comply with the professional presentation standards, including sending employee home to change clothing on unpaid time. Frequent violations may result in disciplinary action, up to and including termination of employment.

10.2 Security

All employees are responsible for helping to make RMP a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your manager immediately. Refrain from discussing specifics regarding RMP security systems, alarms, passwords, etc. with those outside of RMP.

To ensure the safety of our staff and students, all employees will be required to wear their ID in a visible area (i.e. around their neck on a lanyard, clipped to their clothing) while working. Any staff member visiting a campus must check-in and check-out.

Immediately advise your manager of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of RMP. Safety and security is the responsibility of all employees and we rely on you to help us keep our premises secure.

10.3 Drug and Alcohol Policy

RMP is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of RMP to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others, and will not be tolerated.

Drug-Free Workplace Act

As a federal grant recipient, RMP must comply with the requirements of the Drug-Free Workplace Act of 1988, which is a part of Public Law 100-690, Anti-Drug Abuse Act of 1988. The federal Drug-Free Workplace Act of 1988 (§ 5152) covers grants and contracts for the procurement of any service with a value of \$25,000 or more.

To comply with the act, federal agency contractors and federal grant recipients must provide a drug-free workplace. These federal contractors and grant recipients will:

- Publish a statement prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs in the workplace and specify the actions that will be taken against employees for violations.
- Distribute a copy of the policy statement to employees engaged in the performance of a federal grant or contract.
- Notify employees that compliance with the policy is a condition of employment on such grant or contract and that employees must abide by the terms of the policy statement. The policy statement includes the requirement that employees notify RMP of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- Notify the granting or contracting agency within 10 days after learning of a criminal drug statute conviction.

- Impose a sanction as required under this act on employees who are so convicted.
- Establish a program of drug-free awareness, informing employees about RMP's policy of maintaining a drug-free workplace, the penalties that may be imposed upon employees for drug-abuse violations, the dangers of drug abuse in the workplace, and any available drug counseling, rehabilitation, and assistance programs.
- Make a good-faith effort to continue to maintain a drug-free workplace through the implementation of these requirements.

Americans with Disabilities Act

In addition to complying with the federal Drug-Free Workplace Act of 1988, RMP must comply with the requirements of the Americans with Disabilities Act of 1990 (ADA). Individuals who currently use drugs illegally are not individuals with disabilities protected under the ADA when an employer takes action because of their continued use of drugs. This includes people who use prescription drugs illegally as well as those who use illegal drugs. However, people who have been rehabilitated and do not currently use drugs illegally, or who are in the process of completing a rehabilitation program, may be protected by the ADA.

Drug-Free Workplace Policy

RMP, in compliance with the federal Drug-Free Workplace Act of 1988, has adopted the following policy that must be adhered to as a condition of employment:

- The unlawful use, possession, manufacture, dispensation, or distribution of controlled substances in all work locations is prohibited.
- Any employees convicted of a criminal drug statute violation occurring in the workplace must notify their manager of the conviction within five days after the conviction. As required by the federal Drug-Free Workplace Act of 1988, RMP must inform contracting or granting agencies of such convictions within 10 days after receiving notification or otherwise receiving notice of a conviction.
- Upon receiving such notification, RMP, in conjunction with the location concerned, will take all steps necessary to assure the proper conduct of sponsored projects and programs. If a decision is reached to allow the affected individual to continue employment with RMP, the individual must participate in and satisfactorily complete an approved drug abuse assistance or rehabilitation program.

RMP will evaluate its obligations in accordance with state and other applicable laws where required, on a case-by-case basis.

Prohibited Conduct

RMP expressly prohibits employees from engaging in the following activities when they are on duty or conducting RMP business or on RMP premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. RMP does not discriminate against employees solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the Organization Disability Accommodation Policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your manager if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Violations

Violation of this policy may result in disciplinary action, up to and including termination of employment.

10.4 Workplace Violence

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of RMP, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

RMP has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on RMP property or while performing RMP business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to your manager or Human Resources, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to Human Resources.

10.5 Criminal Activity/Arrests

RMP will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by RMP, whether on or off RMP property, may result in disciplinary action including suspension or termination of employment.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

ADMINISTRATIVE LEAVE: The arrest of an employee, whether on- or off-duty, may result in the employee being placed on administrative leave until such time as the case has been adjudicated by the courts and/or investigated by RMP. The administrative leave may be with or without pay depending on:

- Whether the charge occurred as a result of the employee discharging their duties.
- The nature and severity of the charge.
- Whether there are specific legal requirements that require that the administrative leave be paid.

Employees may be required to provide relevant documentation (e.g., case dispositions, police reports, written explanations, etc.) and must provide the requested information within the timeframe specified by Human Resources. Failure to provide requested information in the timeframe provided may result in corrective action up to and including termination.

If an employee is convicted of a criminal offense while employed at RMP, they may be subject to corrective action up to and including termination and, if terminated, may be ineligible for rehire. The ultimate disposition of the issue will depend upon the nature of the offense and the employee's work duties.

Termination or corrective action taken must be supported by available information coming from witnesses, police, or court records. All actions taken under this policy should be in consultation with Human Resources.

NOTIFICATION OF SUPERVISOR: An employee's criminal misconduct may necessitate corrective action against the employee and/or require the Network to notify students' parents of an arrest and case disposition in accordance with state law.

Any employee who is arrested for a criminal offense (for a misdemeanor or felony) shall notify their supervisor of such arrest no later than five (5) calendar days after the arrest. Any employee on a leave of absence must report any arrest (for a misdemeanor or felony) and any subsequent disposition(s) (e.g., convictions, pleas of guilty or nolo contendere, and deferred or suspended sentences) to their supervisor prior to returning to work.

Following the arrest, the employee must inform their supervisor of the final disposition of the case (e.g., conviction, pleas of guilty and nolo contendere, deferred or suspended sentence) no later than two (2) business days after the final case disposition is announced. **An employee's failure to report an arrest or a final case disposition for a criminal offense (for a misdemeanor or felony) within the specified time period may result in corrective action up to and including termination.**

10.6 Workplace Health & Safety

It is the intent of RMP to provide a safe environment for all students, staff members, and volunteers. It is also our intent to properly manage any incidents that occur so as to minimize injury and other forms of loss. Staff members shall take all reasonable precautions and steps to protect themselves, their colleagues, students and others from workplace injuries.

Each staff member has an obligation to:

- Comply with safe work practices, with the intent of avoiding injury to themselves and others
- Take reasonable care of the health and safety of themselves and others
- Wear personal protective equipment and clothing where necessary
- Comply with any direction given by supervisors, or where applicable, Assistant Principal of Operations for health and safety
- Not misuse or interfere with anything provided for health and safety
- Report all accidents and incidents on the job immediately, no matter how trivial
- Immediately report all known or observed hazards to their supervisors, or where applicable, the Assistant Principal of Operations.

The health and safety of the RMP Community is of the utmost importance and RMP will follow all relevant health, safety and cleaning protocols for its facilities. It is the responsibility of every staff member to adhere to all health, safety and cleaning guidelines and to report any concerns or questions to the Assistant Principal of Operations. Due to the guidance of local, state or federal authorities, RMP may require all, or some, employees to work remotely for a set or indefinite period of time.

The Organization is required to provide you with information regarding your rights under the Colorado Healthy Families and Workplaces Act (HFWA) and the Colorado Public Health Emergency Whistleblower Law (PHEW). A copy of the latest Colorado Workplace Public Health Rights poster, included at the end of this handbook, satisfies this requirement.

All staff members are expected to provide students with a safe environment while at the school site or on a school-sponsored activity. This includes, but is not limited to, providing specific safety instructions and taking the requested safety precautions related to performing hands-on investigations or demonstrations in the laboratory, classroom, or field setting; using, storing, disposing, or transporting chemicals; or engaging in other related activities.

Science teachers and their instructional coaches are specifically expected to adhere to the science safety expectations established by Science Lab Safety Training Certification for both teachers and students in all aspects of instruction, demonstration, and classroom/lab activities.

10.7 Workplace Searches

It is important that the administration have access at all times to space, furniture, storage areas, containers, or any other property, as well as other records, documents, and files. As a result, RMP reserves the right to access classrooms, workstations, filing cabinets, desks, and any other School property on School grounds at its complete discretion, with or without advance notice or consent. RMP employees should have no expectation of privacy on school grounds to any school property.

RMP reserves the right to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from work areas or on school property. It is considered to be part of each employee's job at RMP to cooperate with such appropriate searches. Refusal to cooperate may lead to disciplinary action.

10.8 Smoking

RMP is a smoke-free workplace, including at campuses and at any offsite school-sponsored activity. Staff members may not smoke anywhere on campus, anywhere off campus that is visible from on campus, or anywhere that they reasonably expect to encounter students during the school day or at a school-sponsored activity, including school parking lots or local businesses frequented by students within 200 yards of the campus.

10.9 Children At Work

Upon approval of their Supervisor, employees are welcome to bring their children to visit their worksite, provided that the visits are infrequent, brief, not during school hours, and planned in a fashion that limits disruption to the workplace. While children are in the workplace, they must be directly supervised by the host/parent at all times. If the frequency, length, or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action. Employees may not bring their children on field trips.

Employees are not permitted to bring ill children to work. This policy is not to be utilized as a backup childcare arrangement. Employees are provided paid time off benefits which should be used for personal reasons or to care for an ill child.

Service animals are permitted at RMP per the Americans with Disabilities Act. Animals, other than ADA service animals, are not permitted unless permission is granted in writing by human resources and in alignment with district policies, and such permission may be denied for any reason.

10.10 Personal Property

Staff members may bring their own property to school or their worksite to decorate or enhance their office or classroom space. RMP is not responsible for any property lost or stolen, during or outside school hours. All personal property must be appropriate for the specific workplace. Staff members are discouraged from keeping valuables at school.

11.0 Personnel Records, Confidentiality, Ferpa, Conflict Of Interest, & Trade Secrets

11.1 Personnel Records

RMP keeps a personnel file for each staff member. To ensure that your personnel file is up-to-date at all times, staff members shall promptly notify the Human Resources Department, in writing, of any changes to your name, home address, telephone numbers, number of dependents, beneficiary designations, scholastic achievements, emergency contact, and so forth. Requests for access to your personnel file should be made to hrsupport@rockymountainprep.org; all reasonable efforts will be made to provide access within 72 business hours. In most cases, you can access and update items directly on your own through our HR/Payroll system and Human Resources is here to help as needed.

11.2 Confidentiality

All the operations, activities, business affairs, and records of RMP staff members and students/families are confidential, and staff members must, therefore, treat all such documents and matters accordingly. No school-related information, including without limitation, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of RMP) may be removed from work premises or used for non-RMP related duties without the written permission of the CEO. Additionally, the contents of RMP's records or information obtained in the course of a staff member's duties may not be disclosed to any third-party non-RMP employee, except where required by a legitimate business purpose or as required by law.

11.3 FERPA

Protecting the privacy of students and safeguarding the confidentiality of student information and records is the responsibility of every staff member of RMP. Staff members have an affirmative obligation to understand and comply with all provisions of the Family Education Rights and Privacy Act ("FERPA") and any other relevant state or federal law regarding student privacy.

Under FERPA, parents are granted certain rights, on behalf of their children, regarding the confidentiality and disclosure of student records. FERPA gives parents (and eligible students) the right to:

1. Prevent the disclosure of personally identifiable information from their education records without consent;
2. Access to review and inspect student education records; and
3. Request correction of these education records.

EDUCATION RECORDS are records that are directly related to a student that are maintained by RMP, or maintained by a third-party vendor on behalf of RMP. **FERPA prohibits the release of education records without consent of parents or the eligible student.** Examples of Education Records:

- Student grades

- Immunization and health records maintained by the school
- Disciplinary records
- Student progress reports
- Academic or physical testing results
- Grade point average
- Attendance records

Education records do not include:

- Private records a teacher makes during the course of teaching, meant solely for the teacher's private use as a memory aid
- Law enforcement or campus security records are created and maintained solely for law enforcement reasons
- Alumni records
- Grades on peer-graded papers before they are collected and recorded by a teacher

What is student personally identifiable information (PII)? Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or Information requested by a person who RMP reasonably believes knows the identity of the student to whom the education record relates. *Personally identifiable information includes but is not limited to, the student's name, parent name(s), birth date, social security number, address, and telephone number.*

Exceptions for third-party disclosure: FERPA allows disclosure without parental consent in certain circumstances. Some of the most common exceptions that allow third-party disclosure of student information or student records are:

1. Other educators or officials within the same school who have **legitimate educational interests** in the student.
2. When disclosure of information is necessary to protect the safety and health of the student.
3. Another school to which a student is transferring.
4. In order to comply with a judicial order.
5. Interested parties who are determining a student's financial aid eligibility.

What kind of information can be released without consent? Information known as "Directory Information" can be released without consent, as long as the parent has not opted out (before sharing Directory Information, review the FERPA Opt-Out list at your school site). Directory Information is Personally Identifiable Information that is not generally considered harmful if disclosed (i.e., basic information). Staff members must speak with their supervisor before disclosing Directory Information to non-RMP Prep employees. Examples of Directory Information include:

- student's name
- address
- telephone number
- date of birth
- major field of study
- participation in officially recognized activities/sports
- weight and height of athletic team members
- dates of attendance
- degrees/awards received
- most recent previous educational institution attended by the student
- e-mail address
- place of birth

- photograph
- grade level
- enrollment status

Staff members must review FERPA requirements and seek additional training or resources from the General Counsel if there are additional questions. Staff must immediately report to their supervisor and the General Counsel any non-parental request for student Education Records or student Personally Identifiable Information. When discussing students with other staff members, you must remember that student PII and Education Records can only be shared with other staff members who have a legitimate educational interest. Staff members are prohibited from sharing or discussing student information outside their official job duties, including on social media, with friends, parents, spouses or other personal relationships.

Additional information on FERPA and student privacy can be found at the [Colorado Department of Education website](#).

If you have questions regarding FERPA, please reach out to the General Counsel.

11.4 Conflict Of Interest

All staff members are expected to adhere to the highest ethical standards of conduct at all times. While RMP recognizes the right of staff members to engage in private activities outside their employment with RMP, business dealings that create a conflict with the interests of RMP are not acceptable.

RMP staff members should disclose to their supervisor any potential conflicts of interest, including those where the staff member's influence could result in personal gain for the staff member or an immediate family member. For those employees that have fiscal responsibility, additional policies and procedures will be provided by RMP's finance department.

11.5 Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, RMP employees are required to protect the confidentiality of RMP trade secrets, proprietary information, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to RMP. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management.

If you have information that leads you to suspect that employees are sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform your manager or Human Resources.

Violation of this policy may result in disciplinary action up to and including termination, and may subject the violator to civil liability.

12.0 Internet, Media, Software, Technology

12.1 Computer Security and Copying of Software

Software programs purchased and provided by RMP are to be used only for creating, researching, and processing materials for RMP use. By using RMP hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable RMP policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of RMP, or developed by RMP employees or contract personnel on behalf of RMP, is and will be deemed RMP property. It is the policy of RMP to respect all computer software rights and to adhere to the terms of all software licenses to which RMP is a party. The Senior Director of Technology is responsible for enforcing these guidelines.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or RMP to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your manager's approval. All software acquired by RMP must be purchased through the Senior Director of Technology.

You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use the software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by RMP.

12.2 Use of Company Technology

RMP recognizes that access to technology in school gives students and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The network is intended for educational purposes.
- All activity over the network or using school technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from the misuse of school technologies.
- Users of the network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.
- It is strictly forbidden to use school technology to access inappropriate Internet materials (such as pornography), to access any illegal materials, or to conduct any illegal business.

- All files on the school computers and all emails sent or received through a school account are the property of the school and may be monitored or seized at any time at the discretion of the Chief Executive Officer (CEO). As a result, there is no reasonable expectation of privacy when using the school's technology resources.
- Use of RMP's email, voicemail, Internet access, and other electronic information resources constitutes the employee's acknowledgment of and consent to this policy and RMP's right to monitor.
- RMP reserves the right to take disciplinary action for inappropriate use of its technology resources up to and including termination of employment.

RMP Staff Laptop and Tablet Computer Policy

RMP provides its employees with laptop computers and/or tablets to enhance, enrich, and facilitate teaching and administrative duties as well as school communications. These devices are to be used as a productivity tool for school-related business and communications. Employees may use the devices for purposes subject also to RMP's Acceptable Use Policy, which is detailed further in the policy above and generally forbids:

- Illegal Activities
- Unauthorized access to RMP's network devices
- Wagering, betting, or selling chances
- Harassment
- Bullying
- Solicitation
- Commercial Activities
- Promotion of political or religious positions or activities
- Unethical activities
- Accessing Pornography
- Plagiarism
- Violating software policy

The laptop/tablet and related equipment and accessories provided to employees by RMP shall remain RMP's property and are provided to employees for a period of time deemed appropriate by RMP.

All RMP property must be returned on or before a staff member's last day of work or at any time upon the request of RMP.

Upon issue of an RMP laptop computer or tablet, employees will sign the Laptop/Tablet Policy Acceptance Form and agree to the policies summarized below:

- Employees are expected to protect school laptops and tablets from damage and theft.
- Each staff member may be monetarily responsible for any hardware damage that occurs off RMP premises and/or software damage (including labor costs).
- Employees will not be held responsible for computer problems resulting from regular school-related use; however, employees will be held personally responsible for any problems caused by their negligence, as determined by RMP.
- Employees will provide access to any laptop computer/tablet, equipment, and/or accessories they have been assigned upon RMP's request.

General Laptop/Tablet Use Rules

- Back up important files using Google Drive; files stored locally on your laptop/tablet are not backed up.
- Do not place drinks or food in close proximity to your laptop/tablet.
- Extreme temperatures or sudden changes in temperature can damage a laptop/tablet. You should NOT leave a laptop/tablet in an unattended vehicle. When using the laptop, keep it on a flat, solid surface so that air can circulate through it. Using the laptop while it is placed directly on a bed or other soft surfaces can cause damage due to overheating.

How to Avoid Laptop Computer Theft

Due to size and portability, laptop computers and tablets are especially vulnerable to theft. You should follow the rules set out below. An employee will be held personally responsible for any RMP laptop computer/tablet, equipment, and/or accessories that are stolen during the time they have been assigned to that employee.

Below are some tips on how to protect your laptop/tablet from being stolen:

- Do not leave a laptop/tablet in an unlocked vehicle, even if the vehicle is in your driveway or garage. Never leave it in plain sight. If you must leave your laptop/tablet in a vehicle, the best place is in a locked trunk. If you do not have a trunk, cover it and lock the doors.
- Carry your laptop/tablet in a padded carrying case or bag when traveling.
- Do not leave a meeting or conference room without your laptop/tablet. Take it with you.
- Never check a laptop/tablet as luggage at the airport.
- Lock the laptop/tablet in your office or classroom during off-hours or in a locked cabinet or desk when possible.

If a theft does occur, immediately notify your manager.

12.3 Internet Safety

At all times staff members must use the internet, whether access is gained through RMP's network or other networks, professionally and lawfully. RMP prohibits (a) access to or transmission of inappropriate, as determined in the sole discretion of RMP, material via the Internet, electronic mail, or other forms of direct electronic communications; (b) the unauthorized access of material and other unlawful online activity; (c) the unauthorized online disclosure, use, or dissemination of personal identification information of staff or students or other members of the RMP community; and (d) any violations of the [Children's Internet Protection Act](#), or other relevant state or federal law. This list is not exhaustive of the internet activities or conduct that are prohibited. If you have questions about appropriate and lawful internet use, please contact your supervisor or site leader.

To the extent practical, steps shall be taken to promote the safety and security of all users of the online computer network when using electronic mail, chat rooms, instant messaging, and other forms of electronic communication. Staff members are prohibited from disabling or otherwise modifying any technology protection measures without the written consent of the RMP Tech Team.

Staff members must familiarize themselves with the [Children's Online Privacy Protection Rule \(COPPA\)](#) and the [Colorado Student Data Transparency and Security Act](#), as well as any other student privacy regulations.

12.4 Social Media

RMP encourages the use of social media technologies to enhance education, learning, engagement, collaboration, and communication in support of its mission. RMP acknowledges that technology can provide significant educational and professional benefits to students and staff members. Staff members must maintain separate professional and personal email addresses and may not use their professional email addresses for personal social media activities.

RMP prohibits telephone/cell phone, text messaging, and social media communication directly with students. Employees must use the provided platform to communicate with the parent or guardian of students. If a student attempts to contact you, please work with your supervisor to define the most appropriate and professional response-- i.e., follow-up to the student's request or question via your RMP email.

All communications with students should be via their provided email address and your RMP email address.

Professional Social Media Use:

All communications through professional social media tools must remain professional and appropriate, and staff members should maintain no expectation of privacy with respect to those communications. Each RMP school has a Facebook/Instagram page to provide customized, updated information about the school, and to support with community engagement, pride and recruitment. Should a staff member wish to create an additional professional social media presence, they must get approval from the External Affairs team. If schools or staff create official RMP accounts, including sports, clubs and other programs, without permission they may be asked to close the account.

Staff members may not post confidential or proprietary information about students or staff on social media sites without securing appropriate permission. Staff members must adhere to all RMP and supervisor guidelines regarding the use of social media and must follow all relevant laws and regulations, including FERPA, [Children's Online Privacy Protection Rule \(COPPA\)](#), and the [Colorado Student Data Transparency and Security Act](#). Staff members are prohibited from the use of harassing, obscene, discriminatory, defamatory, or threatening language.

If a teacher creates an individual page for their work or classroom, it should be named something specific to the teacher's class or name, and should not include "Rocky Mountain Prep" or "RMP" in the page name.

This way, it's an account that can be the teacher's forever and will not compete with other RMP accounts.

Assigned school social media captains, supervisors and other designees must have access to all professional social media accounts within their school or department, via login information and/or administrators' rights when possible.

Personal Social Media Use: Staff members should not use social media platforms to communicate or connect with students who are currently enrolled in an RMP school or their parents through personal social media accounts or personal email addresses.

Personal postings should be limited to non-working hours and non-network computers, laptops, and mobile devices. Staff members may not post confidential information of students or staff to their personal social media and must adhere to all relevant confidentiality rules and laws as they relate to RMP students or staff.

RMP employees are highly encouraged to switch their social media accounts to private and inaccessible to students. Employees with profiles on social media sites may not request to be friends with or follow students or approve friend/follow requests from students.

With the use of personal social media, staff members must be mindful that they are representatives of RMP at all times. Inappropriate personal social media use that negatively reflects or negatively portrays the RMP community in any way, and that has a negative impact on the RMP community, either by a parent, community, third-party complaint or otherwise, may be grounds for disciplinary action. All existing policies and behavior guidelines currently applicable to students and staff members similarly apply to the online environment. Any staff member or associated person engaging in inappropriate conduct involving the use of social media may be subject to discipline, up to and including termination.

12.5 Engagement With The Media

RMP acknowledges the importance of maintaining positive relationships with members of the media. RMP works with an external PR firm to coordinate news coverage of the network and individual schools and is responsible for overseeing official communications between RMP, RMP spokespeople, and the news media. RMP welcomes story ideas from teachers, principals, and staff to share with media outlets and works collaboratively with school and central office leaders to coordinate and prepare for media visits and interviews. Individual staff members are not authorized to speak to the media on behalf of RMP. In general, RMP's CEO will serve as the official spokesperson for the network regarding matters that affect network-wide interests. Principals will serve as official spokespeople for media-related issues pertaining to their individual schools, and will receive support from the Chief Growth Officer and the firm prior to engaging with media. Depending on the circumstances, RMP may designate a spokesperson for the network or an individual school.

Central office and school staff may receive inquiries from members of the media to provide comments or shoot photography or film videos on campus or at network events. **In order to protect the safety and academic interests of our students and best meet the needs of the inquiring media outlet, staff members should direct all media inquiries, either written or in person, to the Chief Growth Officer.** Staff members should communicate to all media that they are not authorized to speak on behalf of RMP and provide them the Chief Growth Officer's contact information to the media representative. Appropriate responses to media inquiries include asking about the nature of the request, the date of the reporter's deadline, and the reporter's preferred contact information.

For more information on media policies, please contact the Chief Growth Officer

12.6 Publicity

From time to time, RMP may photograph, videotape, or otherwise use the images of teachers or staff to promote the work of RMP. Staff members grant RMP permission to take photographic, audio, and video recordings of staff members during the course of their work or participation in school events. RMP may use such photographic, audio, and video recordings for the purposes of education, professional learning,

advertising, promotion, marketing, and/or public relations. Staff members waive any right to royalties or other compensation arising from or related to the use of such images and recordings.

12.7 Copyrighted Material & Intellectual Property

Staff members shall abide by the provisions of copyright law, including Fair Use Standards and intellectual property laws. RMP prohibits illegal duplication in any form. Copyright materials, whether they are print or non-print, published online, or in the form of software, music, a digital medium, or performance shall not be duplicated or performed unless such use is permitted under law or unless appropriate written permission from the copyright holder has been received.

Ownership of, and all rights, title, and interest to, all intellectual property, including but not limited to intellectual property in the form of a copyright, patent, or other type of intellectual property, that is created by staff members in the course and scope of employment at RMP or with significant use of RMP resources (including but not limited to equipment, supplies, facilities or confidential, trade secret information) is the sole property of RMP. As a condition of employment, all staff members assign any rights or benefits they may have to such intellectual property to RMP. To avoid confusion, staff members agree to disclose to their supervisor any intellectual property that is created prior to, or outside of, their employment with RMP and that the staff member may use in the course and scope of their employment with RMP. Staff members who believe they have created intellectual property in the course and scope of their employment or with significant use of RMP resources shall inform their supervisor of such at the time of creation. Current and former staff members agree to take any steps reasonably necessary or as requested by RMP to allow RMP to perfect or claim its ownership interest in such intellectual property. Staff members shall speak to their supervisor or Human Resources regarding a license to use such intellectual property outside their work at RMP.

12.8 Technology Resources Guidelines

The technology resources of RMP are made available to staff to help them meet the objectives of their responsibilities and roles. Staff members must ensure the proper use and conduct of all RMP technology resources. To this end, the following activities are expressly prohibited:

- Using network technology to access inappropriate internet materials (including but not limited to pornography), access any illegal or unlicensed materials, access restricted files or files that do not relate to your job function, or conduct any illegal or personal commercial business.
- Violating copyrights or interference with license agreements. This includes but is not limited to, software, uncredited use of text, graphics, photographs, electronic data, or interference with the privacy rights of individuals or entities without their authorization.
- Plagiarizing any information gathered via the RMP network is prohibited. Users have no proprietary ownership of materials placed on the RMP network unless such material is otherwise covered by copyright.
- Using profanity or language that is generally offensive, defamatory, harassing, or threatening to another individual.
- Student use of staff member's devices, unapproved devices (including personal devices), staff member's credentials and passwords, staff member's applications, and staff member's Network/Internet access.
- Sharing electronic mail and other account passwords, leaving passwords available in obvious locations, or leaving unlocked computers unattended.

In addition to these prohibited activities, technology resources should be used in these expressed manners:

- Staff members should read and understand the Student Acceptable Use Policy, found in the Student and Family Handbook, and hold students accountable to these policies.

- Only work-related files may be stored on RMP technology devices and in RMP electronic file storage systems. Responsibility for backing up data on local desktop systems or laptops rests solely with the individual user.
- Personal devices are permitted, but these devices are required to have updated system and application patches and anti-malware protection. RMP will not service or take responsibility for personal devices.

In order to add new and change existing technology devices or systems (including, but not limited to servers, switches, access points, computers, and applications) for student or staff member usage to the RMP infrastructure, staff members must have prior, written approval from the Sr. Director of Technology.

All files on the school computers, applications, and all emails sent or received through an RMP account are the property of RMP and may be monitored or seized at any time at the discretion of RMP. There is no reasonable expectation of privacy when using the school's technology resources or communicating with students.

Use of RMP's email, voicemail, Internet access, and other electronic information resources constitutes the staff member's acknowledgment of and consent to this policy and RMP's right to monitor. Inappropriate use of technology resources is grounds for discipline.

12.9 Use Of Third-Party Apps And External Software

Staff members are stewards of student information and are responsible for preventing improper disclosure of student Personally identifiable information or student Education Records. Additionally, the use of third-party apps or external software must be tailored to meet specific educational goals and objectives. As with all use of technology or other means of potential disclosure of student information, staff must adhere to all FERPA, COPPA, CIPA, Colorado Student Data and Transparency Act, and any other relevant guidelines or laws. **Prior to any use of third-party apps or external software for student instruction or directed student use, staff members must consult the RMP Approved Application List.**

If a staff member would like to use a software or app that is not approved, you must:

1. Complete a Parental Consent form, available from your AP of Operations, which includes:
 - a. The name of the app or website that you would like to use in the classroom
 - b. The purpose of the app or website
 - c. The website URL
 - d. The information that the website collects (or a link to its privacy policy and terms of service)
 - e. Your contact information
2. Collect signed permission forms from your students
3. Retain the signed permission forms for the duration of the school year

12.10 Use And Care Of Equipment

All equipment, furniture, and other materials provided to you in the course of your employment are the property of RMP. Staff members are expected to treat all equipment with the utmost care. In general, workplace materials should not be taken home, with the exception of laptop computers and supplies needed to complete work at home. Staff shall report any broken or malfunctioning equipment immediately, but no later than 24 hours, to their campus APO or the Central Technology Team. Upon separation of employment, you are responsible for immediately returning all RMP equipment in good working order. Staff that fail to return equipment within three business days will receive an invoice representing the

replacement cost of such equipment and you understand and agree that failure to return equipment or pay such costs within five business days may result in RMP seeking available legal remedies.

12.11 Audio And Visual Media Policy

All visual and audio media must be age appropriate and should be used for educational purposes only. Audio and visual media may be used to initiate, enhance, or culminate teaching units. All media used in the classroom must be used under the supervision of the teachers and in compliance with applicable copyright laws and licensing agreements.

The instructional value of a particular piece of visual media shall be weighed against the value of the academic time it consumes. It is recommended that only those segments of a program that illustrate the topic or curriculum content be shown, rather than viewing the program in its entirety. Scenes from any visual media that contain vulgarity, indecency, nudity, and/or excessive violence or profanity are strictly prohibited in the classroom and in any school-sponsored activities. Visual media with a PG rating will not be shown without parent/guardian permission, for elementary students. Visual media with a PG 13 rating will not be shown without parent/guardian permission, for middle and high school scholars. Visual media rated R or NC-17 will not be shown in school or at school-sponsored activities, under any circumstance.

12.12 Telephones

Staff members have access to a telephone at school sites and at the central office. These phones are intended for RMP business only.

13.0 Fundraising

13.1 Fundraising Activities

All fundraisers, solicitations, and campaigns within a school and/or RMP must have prior approval from the Managing Director of Philanthropy and Principal of the school. No individuals or fundraising organizations shall be permitted to solicit funds without prior approval from the Managing Director of Philanthropy.

RMP has a specific policy regarding online fundraising campaigns for schools. You must receive approval from your school Principal and the Managing Director of Philanthropy. If your school's request is approved, the network development team will assist you in using GiveButter, our chosen online platform for all fundraising activities. Please note that other platforms, including GoFundMe, are not permitted. This policy ensures consistency, enables us to provide support for GiveButter use, and helps maintain a streamlined process for all fundraising efforts within our organization.

14.0 Abuse Policies

14.1 Zero Tolerance for Abuse

Rocky Mountain Prep has a zero tolerance for abuse, and will not tolerate the mistreatment or abuse of employees or students in its programs. RMP is committed to providing all staff and students with a safe environment. Any mistreatment or abuse by an employee or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service. Further, RMP will fully cooperate with law enforcement throughout the investigation and resolution of mistreatment or abuse incidents.

14.2 Child Abuse Reporting

All RMP staff members are mandatory reporters and all staff must complete annual mandatory reporting training. RMP staff members are mandatory reporters even when you are not on duty. You are required to immediately make a report to the local police department or the child abuse reporting hotline if you:

- 1) Have reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or
- 2) Have observed a child being subjected to circumstances or conditions that would reasonably result in abuse or neglect.

How do you satisfy your reporting duties?

Immediately call the Denver Police Department (“DPD”) or the Child Abuse Hotline as soon as you have reasonable cause to suspect abuse or neglect. Do not investigate further.

911 or DPD Non-Emergency Number – (720) 913-2000

CALL 911 IF:

- A child is at imminent risk
- Abuse occurred in your presence, has just occurred, or there is a reasonable basis to believe further abuse will occur if immediate action is not taken

Hotline – 1-844-CO-4-KIDS

You may be asked to follow up with additional information.

What is abuse or neglect?

- Any case where a child exhibits evidence of bruising, bleeding, scarring, burns, fractures, concussion, or soft-tissue swelling.
- Any case where a parent, guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.
- Any time a child may be subjected to unlawful sexual behavior by any person (child or adult).
- Any case of emotional abuse which is an identifiable and substantial impairment or risk of impairment of the child’s intellectual or psychological functioning.
- Abandonment of child, lack of proper parental care, or child is a runaway.
- Child is in an environment that is injurious to his or her welfare

What is “Reasonable Cause”?

Reasonable cause is personal to the individual.

- Did a student, parent, or someone else make an outcry or allegation of abuse?
- Did you observe unexplained bruises or other injuries?
- Have you witnessed this concerning behavior?

When in doubt, err on the side of caution and report. You will not be held liable if you report suspected child abuse or neglect “in good faith.”

If you have questions or concerns about your reporting duties, contact the safety and security officer at your school or RMP’s legal department.

A person who reports child abuse or neglect in good faith is immune from civil or criminal liability.

If a staff member suspects abuse or neglect or observes circumstances that might reasonably result in abuse or neglect, he or she must report it as soon as possible to their supervisor in addition to the above-listed social services provider(s).

14.3 Appropriate and Inappropriate Physical and Verbal Contact

RMP’s physical contact policy promotes a positive, nurturing environment while protecting students and employees. Our organization encourages appropriate physical and verbal contact with students and prohibits inappropriate displays of physical contact or inappropriate verbal interactions. Any inappropriate physical contact or verbal interactions by employees or volunteers towards students or other staff members will result in disciplinary action, up to and including termination.

RMP policies for appropriate and inappropriate physical interactions include but are not limited to:

| Appropriate Physical Interactions | Inappropriate Physical Interactions |
|---|--|
| Contact initiated by the student such as: <ul style="list-style-type: none">● Side hugs● Shoulder-to-shoulder hugs● Pats on the shoulder, back, or head, when culturally appropriate● Handshakes● High-fives and fist-bumps● Side-by-side arms around shoulder● For situations when escorting young children (PK-5) only, holding hands | <ul style="list-style-type: none">● Full-frontal hugs● Kisses● Showing affection in isolated areas or while one-on-one● Lap sitting● Wrestling● Play fighting or slapping● Piggyback rides● Rickling● Allowing a student to cling to an employee’s leg● Any type of massage● Any form of affection that is unwanted by any person● Touching bottom, chest, or genital areas |

RMP policies for appropriate and inappropriate verbal interactions include but are not limited to:

| Appropriate Verbal Interactions | Inappropriate Verbal Interactions |
|--|--|
| <ul style="list-style-type: none">● Positive reinforcement | <ul style="list-style-type: none">● Name-calling |

| | |
|--|--|
| <ul style="list-style-type: none"> ● Appropriate jokes, light-heartedness, or levity ● Encouragement ● Praise ● Strength-based conversations | <ul style="list-style-type: none"> ● Discussing sexual encounters ● Involving students in the personal problems or issues of employees ● Secret-sharing and gossip ● Cursing ● Off-color or sexual jokes ● Shaming, belittling ● Oversharing personal history ● Derogatory remarks rooted in the dislike, disdain, or hatred for another's gender identity or expression, race, ethnicity, socioeconomic status, religion, age, etc. ● Harsh language or tone that may frighten, threaten, or humiliate consumers ● Derogatory remarks about the student or their family ● Compliments or comments relating to physique or body development |
|--|--|

14.4 One-On-One Interactions With Students

The purpose of this policy is to ensure that RMP clearly communicates expectations for employees and volunteers and gives examples of appropriate behavior when authorized one-on-one interactions occur. Please be mindful of dynamics that may come into play where a line of difference is present– i.e., positional power, authority, privilege, gender identity, race, and ethnicity.

One-on-one interactions with students should only occur during programming under authorized circumstances. In those situations where one-on-one interactions are authorized, employees and volunteers should observe the following guidelines to limit the risk of abuse or false allegations of abuse:

- Meet students in a public place where you are in full view of others.
- Avoid physical interactions.
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Inform other employees that you are alone with a student and encourage them to randomly drop in or pass by the interaction.
- Ensure one-on-one interactions occurring behind closed doors are scheduled in advance, occurring in a room with windows or glass in the door, and are communicated to your supervisor. Keep documentation of those meetings.
- Document and immediately report any unusual incidents.

14.5 Outside Interactions with Students

RMP strongly discourages employees and volunteers from outside contact with students. Outside contact includes, but is not limited to, babysitting, tutoring, mentorship, etc. However, if interactions with students outside of regularly scheduled program activities are part of programming or otherwise unavoidable, staff should follow RMP policies to manage those interactions.

14.6 Gift-Giving and Gift Acceptance Policy

RMP prohibits employees and volunteers from giving gifts to students or families that have not been approved by the CEO.

RMP understands that sometimes it may be difficult to refuse gifts from consumers or their families. In many cultures, people give gifts to reflect their appreciation for people. In order to be respectful of students and their families, RMP makes reasonable allowances for acts of gratitude involving small gifts of appreciation from students and their families that have a monetary value not exceeding \$50.00. Under no circumstances should money be accepted from students or their families.

15.0 Closing Statement

Thank you for taking the time to read our handbook. We hope it has provided you with a deeper understanding of current policies and guidelines. At Rocky Mountain Prep, we are not just an organization; we are a movement committed to educational equity and excellence. We are excited to work alongside you to create a thriving community where every student can achieve their full potential.

Together, we will build a safe, productive, and inspiring workplace that reflects our shared vision and dedication to transforming education. Welcome to the Rocky Mountain Prep family!

Tricia Noyola, Chief Executive Officer and Chief Academic Officer

Rocky Mountain Preparatory Schools

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Rocky Mountain Preparatory Schools Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Organization has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the [[position or title]] of the Organization. I also understand that any delay or failure by the Organization to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Organization or affect the right of the Organization to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Organization representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Organization representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Rocky Mountain Preparatory Schools.

If I have any questions about the content or interpretation of this handbook, I will contact HR Support.

Additionally, by signing, I acknowledge that I have received a copy of the current Colorado Overtime and Minimum Pay Standards Order (COMPS Order) or COMPS Order poster published by the Colorado Department of Labor and Employment.

Print Name, Sign, and Date

APPENDIX



Colorado Minimum Wage: inflation-adjusted annually; \$14.42/hour in 2024, (Rule 3)

- Employees must be paid at least minimum wage (whether hourly, salary, commission, piecework, etc.) unless exempt
- Unemancipated minors can be paid 15% less than full minimum wage
- Use the highest minimum wage that applies; all local minimum wages are posted at [ColoradoLaborLaw.gov](https://coloradolaborlaw.gov)

Overtime: 1½ times regular pay rates for hours over 40 weekly, 12 daily, or 12 consecutive (Rule 4)

- Overtime is required *each* week over 40 hours, or day over 12, even if 2 or more weeks or days *average* fewer hours
- Employers cannot provide time off ("comp time") instead of time-and-a-half premium pay for overtime hours
- Key variances/exemptions (all are detailed in Rules 2.3-2.4):
 - Modified overtime in a small number of health care jobs; exemption for certain heavy vehicle drivers
 - No 40-hour weekly overtime in downhill ski/snowboard jobs (but 56-hour overtime for many under federal law)
 - Agriculture: overtime after 48-56 hours (based on size and seasonality); extra breaks and pay on long days

Meal Periods: 30 minutes uninterrupted and duty-free, for shifts over 5 hours (Rule 1.9)

- Can be unpaid, but only if employees are completely relieved of all duties, and allowed to pursue personal activities
- If work makes uninterrupted meal periods impractical, eating on-duty must be permitted, and the time must be paid
- To the extent practical, meal periods must be at least 1 hour after starting and 1 hour before ending shifts

Rest Periods: 10 minutes, paid, every 4 hours (Rule 5.2)

| #Work Hours: | Up to 2 | >2, up to 6 | >6, up to 10 | >10, up to 14 | >14, up to 18 | >18, up to 22 | >22 |
|----------------|---------|-------------|--------------|---------------|---------------|---------------|-----|
| #Rest Periods: | 0 | 1 | 2 | 3 | 4 | 5 | 6 |

- Need not be off-site, but must not include work, and should be in the middle of the 4 hours to the extent practical
- Rest periods are time worked for minimum wage and overtime purposes, and if employers do not authorize and permit rest periods, they must pay extra for time that would have been rest periods, including for non-hourly-paid employees
- Key variances/exemptions:
 - In some circumstances, 10-minute rest periods can be divided into two of 5 minutes (Rule 5.2.1)
 - Agriculture: certain work requires more breaks; other is exempt (Rule 2.3, & Agricultural Labor Conditions Rules)

Time Worked: Pay for time employers allow performing labor/service for their benefit (Rule 1.9)

- All time on-premises, on duty, or at workplaces (but not just letting off-duty employees be on-premises), including:
 - putting on/removing work clothes/gear (but not clothes worn outside work), cleanup/setup, or other off-clock duty,
 - waiting for assignments at work, or receiving or sharing work-related information,
 - security/safety screening, or clocking/checking in or out, or
 - waiting for any of the above tasks.
- Travel for employer benefit is time worked; normal home/work travel is not (details in Rule 1.9.2)
- Sleep time, if sufficiently uninterrupted and lengthy, can be excluded in certain situations (details in Rule 1.9.3)

Deductions, Credits, Charges, & Withheld Pay (Rule 6, and Article 4 of C.R.S. Title 8)

- Final pay: Owed promptly (if a termination by employer) or at next pay date (if employee resigned)
- Vacation pay: Departing employees must be paid all accrued and unused vacation pay, including paid time off usable for vacation, without deducting or declaring forfeiture based on cause for termination, lack of resignation notice, etc.
- Deductions from pay: Allowed if listed below or in C.R.S. 8-4-105 (including deductions required by law, in a written agreement for the benefit of the employee, for theft in a police report, or for property loss after audit/notice)
- Tip credits: Employers can pay up to \$3.02 below the highest applicable minimum wage (Colorado or local), if:
 - (a) tips (not mandatory service charges) raise pay to full minimum, & (b) tips aren't diverted to non-tipped staff/owners
- Meal credits/deductions: Allowed for the cost or value (without employer profit) of voluntarily accepted meals
- Lodging credits/deductions: Allowed if housing is voluntarily accepted by the employee, primarily for the employee's (not the employer's) benefit, recorded in writing, and limited to \$25 or \$100 per week (based on housing type)
- Uniforms: Must be provided at no cost unless they are ordinary clothes without special material or design; employers must pay for any special cleaning required, and cannot require deposits or deduct for ordinary wear and tear

Exemptions from COMPS (Rule 2.2 lists all; key exemptions are below)

- Executives/supervisors, administrators, and professionals paid at least a salary (not hourly wages) of \$55,000 in 2024 (then inflation-adjusted in future years), except \$33.17/hour for highly technical computer work
- Other highly compensated, non-manual-labor employees paid at least 2.25 the above salary (\$123,750 in 2024)
- 20% owners, or at a nonprofit the highest-paid/highest-ranked employee, if actively engaged in management
- Various (not all) types of salespersons, taxi drivers, camp/outdoor education field staff, or property managers

Record-Keeping & Notices of Rights (Rule 7)

- Employers must give all employees (and keep for three years) pay statements that include time worked, pay rate (including any tips and credits), and total pay
- This year's poster must be displayed where easily accessible, or if not practical (such as for remote workers), provided within one month of beginning work and when employees request a copy
- Employers must include a copy of this poster, or the COMPS Order, in any employment handbook or manual
- Violation of notice of rights rules (posting or distribution), including by providing information undercutting this poster, may yield fines and/or ineligibility for employee-specific credits, deductions, or exemptions in COMPS

Complaint & Anti-Retaliation Rights (Rule 8)

- Employees can send the Division (contact info below) complaints or tips about violations, or file lawsuits in court (including any tips and credits), and total pay
- Employers cannot retaliate against, or interfere with, employees exercising their rights
- Anonymous tips are accepted; anonymity or confidentiality are protected if requested (Wage Protection Rule 4.7)
- Owners and other individuals with control over work may be liable for certain violations — not just the business, even if the business is a corporation, partnership, or other entity separate from its owner(s) (Rule 1.6)
- Immigration status is irrelevant to these labor rights: the Division will not ask or report status in investigations or rulings, and it is illegal for anyone to use immigration status to interfere with these rights (Wage Protection Rule 4.8)

***This Poster is a summary and cannot be relied on as complete labor law information. For all rules, fact sheets, translations, questions, or complaints, contact:
DIVISION OF LABOR STANDARDS & STATISTICS, [ColoradoLaborLaw.gov](https://coloradolaborlaw.gov), cdle_labor_standards@state.co.us, 303-318-8441 / 888-390-7936***

You can also find the Colorado Overtime & Minimum Pay Standards Order on the RMP Intranet or [here](#).

THE HEALTHY FAMILIES & WORKPLACES ACT ("HFWA"): Paid Leave Rights

Coverage: All Colorado employers, of any size, must provide paid leave

- All employees earn 1 hour of paid leave per 30 hours worked ("accrued leave"), up to 48 hours a year.
- Employees are required to be paid their regular pay rate during leave, and the employer must continue their benefits.
- Up to 48 hours of unused accrued leave carries over for use during the next year.
- For details on specific situations (irregular hours, non-hourly pay, etc.), see Wage Protection Rule 3.5, 7 CCR 1103-7.
- Up to 80 hours of supplemental leave applies in a public health emergency (PHE), until 4 weeks after the PHE ends.*

Employees can use accrued leave for the following safety or health needs:

- (1) a mental or physical illness, injury, or health condition that prevents work, including diagnosis or preventive care;
- (2) domestic abuse, sexual assault, or criminal harassment leading to health, relocation, legal, or other services needs;
- (3) caring for a family member experiencing a condition described in category (1) or (2);
- (4) grieving, funeral/memorial attendance, or financial/legal needs after a death of a family member;
- (5) due to inclement weather, power/heat/water loss, or other unexpected occurrence, the employees needs to either (a) evacuate their residence, or (b) care for a family member whose school or place of care was closed; *or*
- (6) in a PHE, a public official closed the workplace, or the school or place of care of the employee's child.

Employer Policies (Notice; Documentation; Incremental Use; Privacy; and Paid Leave Records)

- **Written notice and posters.** Employers must (1) provide notice to new employees no later than other onboarding documents/policies; and (2) display updated posters, and provide updated notices to current employees, by end of year.
- **Notice for "foreseeable" leave.** Employers may adopt "reasonable procedures" in writing as to how employees should provide notice if they require "foreseeable" leave, but **cannot deny paid leave** for noncompliance with such a policy.
- **An employer can require documentation to show that accrued leave was for a qualifying reason only if leave was for four or more consecutive work days** (i.e. days when an employee would have worked, not calendar days).
- **Documentation is not required to take accrued leave**, but can be required as soon as an employee returns to work or separates from work (whichever is sooner). **No documentation can be required for PHE leave.**
- **To document leave for an employee's (or an employee's family member's) health-related need**, an employee may provide: (1) a document from a health or social services provider *if* services were received and a document can be obtained in reasonable time and without added expense; *otherwise* (2) the employee's own writing.
- **Documentation as to domestic abuse, sexual assault, or criminal harassment** can be a document or writing under (1) above (e.g. legal or shelter services provider) or (2) above, or legal document (restraining order, police report, etc.).
- **If an employer reasonably deems an employee's documentation deficient**, the employer must: (A) notify the employee within seven days of either receiving the documentation or the employee's return to work or separation (whichever is sooner), and (B) give the employee at least seven days to cure the deficiency.
- **Incremental Use.** Depending on employer policy, employees can use leave in either hourly or six-minute increments.

- **Employee Privacy.** Employers cannot require employees to disclose "details" about an employee's (or their family's) HFWA-related health or safety information; such information must be treated as a confidential medical record.

- **Records must be retained and provided upon request.** Employers must provide documentation of the current amount of paid leave employees have (1) available for use, and (2) already used during the current benefit year, including any supplemental PHE leave. Information may be requested once per month or when the need for HFWA leave arises.

Retaliation or Interference with HFWA Rights

- **Paid leave cannot be counted as an "absence"** that may result in firing or another kind of adverse action.
- **An employee can't be required to find a "replacement worker" or job coverage when taking paid leave.**
- **An employer cannot fire, threaten, or otherwise retaliate against, or interfere with use of leave by**, an employee who: (1) requests or takes HFWA leave; (2) informs or assists another person in exercising HFWA rights; (3) files a HFWA complaint; or (4) cooperates/assists in investigation of a HFWA violation.
- **If an employee's reasonable, good-faith HFWA complaint, request, or other activity is incorrect**, an employer need not agree or grant it, but **cannot act against** the employee for it. Employees *can* face consequences for misusing leave.

**PROTECTED HEALTH/SAFETY EXPRESSION & WHISTLEBLOWING ("PHEW"):
Worker Rights to Express Workplace Health/Safety Concerns & Use Protective Equipment**

Coverage: All Employers and Employees, Plus Certain Independent Contractors

- PHEW covers not just "employers" and "employees," but all "principals" (an employer or a business with at least 5 independent contractors) and "workers" (employees or independent contractors working for a "principal").

Worker Rights to Oppose Workplace Health/Safety Violations:

- It is unlawful to **retaliate against, or interfere with**, the following acts:
 - (1) **raising reasonable concerns**, including informally, to the principal, other workers, the government, or the public, about workplace violations of government health or safety rules, or a significant workplace health or safety threat;
 - (2) **opposing or testifying, assisting, or participating** in an investigation or proceeding about retaliation for, or interference with, the above-listed conduct.
- A principal need not address a worker's PHEW-related concern, but it still cannot fire or take other *action against* the worker for raising such a concern, as long as the concern was reasonable and in good-faith.

Workers' Rights to Use Their Own Personal Protective Equipment ("PPE"):

- A worker must be allowed to **voluntarily wear their own PPE** (mask, faceguard, gloves, etc.) if the PPE (1) provides **more protection** than equipment provided at the workplace, (2) is **recommended** by a government health agency (federal, state, or local), and (3) does not make the worker **unable to do the job**.

COMPLAINT RIGHTS (under both HFWA & PHEW)

- Report violations to the Division as complaints or anonymous tips, or file in court after exhausting pre-lawsuit remedies.

This Poster summarizes two Colorado workplace public health laws: C.R.S. § 8-13.3-401 et seq., (paid leave), and C.R.S. § 8-14.4-101 et seq. (healthy and safety whistleblowing) including amendments current as of the date of this poster. It does not cover other health or safety laws, rules, and orders, including under the federal Occupational Safety and Health Act (OSHA), from the Colorado Department of Public Health and Environment (CDPHE), or from local public health agencies. Contact those agencies for such health and safety information.

*In a PHE, employees gain additional hours of leave for inability to work, testing, quarantining, caring for family in such situations, and related needs. No PHE is now in effect; this poster will be updated if one is declared.

This poster must be displayed where easily accessible to workers, shared with remote workers, provided in other languages as needed, and replaced with any annually updated versions.

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You can also find the Colorado Workplace Public Health Rights Poster on the RMP Intranet or [here](#).