



NONPROFIT ORGANIZATION

Employee Handbook

Updated: February 2025

This Handbook is not a contract, express or implied, guaranteeing employment for any specific duration. Either you or the Organization may terminate this relationship at any time, for any reason, with or without cause or notice. Please understand that no supervisor, manager, or representative of the Organization has the authority to enter into any agreement with you for employment for any specified period of time or to make any promises or commitments contrary to the foregoing. Furthermore, any employment agreement shall not be enforceable unless it is in a formal written agreement and signed by you and the Organization's CEO after being reviewed and approved by Human Resources.

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1. Introduction

About This Handbook

This document serves as a summary of the policies, practices, and benefits available to employees at our organization. We aim to promote open communication and provide a useful reference for all team members.

This handbook outlines some of the key human resource policies in effect as of its publication date. Please note that policies may change over time. In instances where this handbook conflicts with newly adopted policies or practices, the latest policies will take precedence.

Please read this handbook carefully. It is your responsibility to familiarize yourself with its contents, including any amendments, as well as the organization's policies and practices. For further information or clarification about benefits and policies, please reach out to Human Resources.

This handbook is considered confidential property of the organization. It should not be reproduced or shared with anyone outside the organization. If you leave the organization, you are not permitted to take a printed copy with you.

Welcome To The Organization

We are pleased to provide you with access to this Employee Handbook, which summarizes many of our policies, practices, and employee benefits. We encourage you to read it carefully.

While this handbook serves as a general source of information regarding your employment, it cannot answer all of your questions. If you have any inquiries or suggestions, please feel free to speak with your supervisor/manager or the Human Resources department.

Due to the demands of our industry and the rapid changes in government regulations, we reserve the right to modify, change, remove, replace, or implement benefits, policies, or procedures at any time. The only exception is our at-will employment policy, which can only be altered in writing and must be signed by both the employee and the President/CEO of the organization.

Please note that this handbook should be considered a set of guidelines. Nothing contained within is intended to create a contract of continued employment, a specific term of employment, or any contractual or legally enforceable obligations on the part of the organization. We will make every effort to keep you informed and updated about any changes that may affect you.

About Our Organization

At CEN, we are passionate about creating remarkable schools and maximizing potential. Schools are at the heart of what we do, and we believe that fulfilling our commitments to our partners requires more than a traditional approach. It takes hard work, collaboration, passion, and intentional decision-making that prioritizes the needs of students.

We understand that successful schools are not just a collection of great teachers and effective curricula. They thrive on a combination of strong academics, efficient operations, and trusting relationships, all of which contribute to continuous improvement and high achievement.

To achieve our goal of creating and sustaining excellent and equitable schools, CEN is dedicated to providing intentional support to school boards, leadership teams, staff, and students. Together, we can foster an environment where everyone can reach their full potential.

Our Mission and Vision

The mission of CEN is to build a system of remarkable neighborhood schools in traditionally under-resourced communities, using a trauma-informed, whole-child approach to education - ensuring college, career, and life success for all children.

The vision of CEN is to dismantle systemic educational inequities through the creation of high-quality neighborhood schools, serving as a catalyst for change and choice within the community.

At CEN, we believe that access to a remarkable education is one of the most fundamental social justice issues of our time. As an organization, we are committed to ensuring access to high-quality education that empowers students to succeed in college and beyond, while actively working to dismantle systemic educational inequities.

Changes in Policy

The competitive landscape and other conditions within our business are constantly evolving. Therefore, CEN expressly reserves the maximum amount of discretion permitted by law to administer, interpret, discontinue, review, modify, and change any of its respective benefits, policies, and plans—including those covered in this handbook—at any time, with or without prior notice.

Employees will be notified of such changes as required by applicable federal and state law. Changes will take effect on the dates determined by the organization. Please note that you may not rely on policies that have been amended or replaced. No supervisor, manager, or representative of the organization has the authority to alter this policy.

2. Employment Policies

“At Will” Employment Relationship

Each employee’s employment relationship with the organization is voluntarily entered into, and employees are free to resign at any time, with or without notice. Similarly, the organization retains the right to terminate any employment relationship at any time, with or without cause and with or without notice. As a result, there is no guarantee that your employment will continue for

a set period or that it will only be terminated under specific circumstances. The relationship between the organization and the employee is and will always be one of voluntary "at-will" employment.

Additionally, the organization may make decisions regarding other terms of employment—including demotion, promotion, compensation, benefits, and job duties—without cause or advance notice. Only the CEO of the organization has the authority to enter into an agreement that contradicts this policy. Any such agreement must be in writing and signed by both the employee and the CEO.

Equal Opportunity Employer

The organization is an equal opportunity employer committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. Our human capital is our most valuable asset. The collective sum of individual differences, life experiences, knowledge, creativity, self-expression, unique capabilities, and talents that our employees bring to their work significantly contributes to our culture, reputation, and overall success.

We embrace the diverse backgrounds of our employees, including differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

We encourage growth and respect for all current and prospective employees based on job-related factors such as educational background, work experience, and the ability to perform the essential functions of a specific job.

Our continued success depends on our ability to maintain a leadership role in attracting, developing, and retaining a highly competent workforce while creating an environment that allows for the effective and productive use of our human capital. The organization's diversity initiatives apply to all aspects of our practices and policies, including—but not limited to—recruitment and selection, compensation and benefits, professional development and training, promotions, transfers, social and recreational programs, layoffs, terminations, and the ongoing development of a work environment grounded in gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation among employees
- Fair treatment in all employment practices
- Support for diverse perspectives and ideas
- A culture of inclusion where all employees feel valued and engaged
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

By prioritizing diversity, equity, and inclusion, we create a stronger, more innovative organization that is well-equipped to meet the challenges of the future.

All employees of the organization have a responsibility to treat others with dignity and respect at all times. Employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other organization-sponsored and participative events.

Any employee found to have exhibited inappropriate conduct or behavior against others may be subject to disciplinary action. Employees who believe they have been subjected to any form of discrimination that conflicts with the organization's diversity policy and initiatives should seek assistance from a supervisor or an HR representative.

Accommodation of Individuals with Disabilities

The organization complies with the Americans with Disabilities Act (ADA), the Americans with Disabilities Act Amendments Act (ADAAA), and applicable state and local laws that prohibit discrimination against qualified individuals with disabilities. We are committed to providing equal employment opportunities to all individuals, including those with disabilities.

The organization is dedicated to engaging in an interactive process to determine the availability of a reasonable accommodation for any qualified individual who:

- Requests an accommodation during the application process;
- Requests an accommodation to enable them to perform essential job functions or gain access to school facilities; or
- Asks for an accommodation to enjoy equal benefits and privileges of employment.

It is the organization's policy to:

- Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner throughout the pre-employment process and that employees with disabilities are treated equitably in all terms, conditions, and privileges of employment.
- Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate, confidential files.
- Engage in an interactive process with applicants and employees with disabilities to determine if a reasonable accommodation exists that would allow them to perform the essential functions of their position without creating an undue hardship on the organization.
- Notify individuals with disabilities that the organization provides reasonable accommodations to qualified individuals by including this policy in the organization's employee handbook.

The Organization will process requests for reasonable accommodations in a timely manner and, as appropriate, provide accommodations promptly. To enact this policy, the Organization has designated human resources with the administrative responsibility for the program. Employees needing an accommodation should contact their immediate supervisor/manager or human resources for assistance.

Reasonable Accommodations for Pregnant Workers

As required by the federal Pregnant Workers Fairness Act (PWFA), CEN will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth, or

related medical conditions, unless providing the accommodation would cause undue hardship to CEN operations.

Employees or applicants may request an accommodation due to pregnancy, childbirth, or related medical conditions by submitting the request in writing to Human Resources. The accommodation request should include:

- An explanation of the pregnancy-related limitations
- The specific accommodation needed
- Any alternative accommodation(s) that might also be reasonable

Depending on the nature of the request, the individual may be asked to provide a statement from a healthcare provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, HR will reach out to discuss the request and determine if the accommodation is reasonable and can be provided without significant difficulty or expense (i.e., undue hardship).

While each accommodation request will be assessed individually, possible accommodations may include allowing the individual to:

- Sit while working
- Drink water during the workday
- Receive closer-in parking
- Get additional break time to use the bathroom, eat, and rest
- Take time off to recover from childbirth
- Be excused from strenuous activities and/or activities involving exposure to unsafe compounds during pregnancy

Employees may request paid or unpaid leave as a reasonable accommodation under this policy. However, CEN will not require an employee to take time off if another reasonable accommodation can be provided that allows the employee to continue working.

CEN prohibits any retaliation, harassment, or adverse action against any individual for requesting an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination.

The organization will process requests for reasonable accommodations in a timely manner and will provide accommodations promptly when appropriate. To enact this policy, Human Resources has been designated with the administrative responsibility for the program. Employees needing an accommodation should contact their immediate supervisor/manager or Human Resources for assistance.

Immigration Law Compliance

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

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee must complete the Employment Eligibility Verification Form I-9 as a condition of employment and present documentation that establishes both identity and employment eligibility.

Former employees who are rehired must also complete the I-9 form if they have not done so with the organization within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or who seek more information on immigration law issues are encouraged to contact Human Resources. Employees may raise questions about immigration law compliance without fear of reprisal. Your inquiries are important to us, and we are here to support you in understanding and adhering to these regulations.

Discrimination and Harassment

The organization will not tolerate unlawful discrimination and harassment in the workplace. We expressly prohibit any form of unlawful discrimination and harassment based on race, color, religion, sex, gender identity, national origin, age, disability, genetic information, military or veteran status, pregnancy, childbirth, or related medical conditions, as well as status in any group protected by state or local law. Improper interference with employees' ability to perform their expected job duties is also not tolerated.

Harassment includes unwelcome verbal, visual, or physical conduct that creates an intimidating, offensive, or hostile environment. Examples of harassment include, but are not limited to:

- Verbal Harassment: Slurs, jokes, insults, epithets, gestures, or teasing.
- Graphic Harassment: Offensive posters, symbols, cartoons, drawings, computer displays, or emails.
- Physical Harassment: Physically threatening another person, blocking someone's way, or any physical conduct that denigrates or shows hostility toward an individual based on a protected characteristic.

Such conduct constitutes harassment when it:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Has the purpose or effect of unreasonably interfering with an individual's work performance.
3. Otherwise adversely affects an individual's employment.

The organization prohibits the following conduct related to sexual harassment:

- Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, particularly when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
 - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
 - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Examples of prohibited conduct include, but are not limited to:

- Touching (e.g., rubbing or massaging someone's neck, stroking hair, brushing against another's body)
- Sexually suggestive touching
- Grabbing, groping, kissing, or fondling
- Violating someone's personal space
- Whistling or lewd comments
- Foul or obscene language
- Leering, staring, or stalking
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Unwanted letters or poems
- Sexual remarks or gossip
- Questions about one's sex life
- Repeated requests for dates
- Sexual favors in return for employment rewards or threats for not providing favors
- Sexual assault or rape
- Any other conduct deemed inappropriate by the organization

Reporting Discrimination and Harassment

It is the responsibility of the organization and each employee to create an atmosphere free of discrimination and harassment. Each employee must respect the rights of their coworkers. If you experience or observe any hostile conduct or harassing behavior, or believe that you have been treated in an unlawful discriminatory manner, you must immediately report the matter (orally or in writing) to your supervisor/manager or to Human Resources.

Investigation Process

Upon receiving a complaint, the organization will undertake a prompt and thorough investigation of the allegations. Confidentiality will be maintained concerning the allegations and the investigation to the extent possible, especially if:

- Witnesses need protection.
- Evidence is at risk of being destroyed.
- Testimony may be fabricated.
- There is a need for confidentiality to prevent a cover-up.

Employees who fail to cooperate with an investigation or who breach confidentiality in a manner that threatens the integrity of the investigation may be subject to disciplinary action, up to and including termination.

If the investigation establishes that an individual has engaged in harassing, discriminatory, or other wrongful conduct, disciplinary action, up to and including termination, will be taken against the offending employee.

The organization prohibits retaliation against those who make a bona fide complaint under this policy. Everyone has the right to report concerns without fear of retribution, and we encourage a safe and supportive work environment for all employees.

Social Security Number Privacy Policy

The organization is dedicated to protecting the personal security and privacy of all employees and customers. In the ordinary course of business, and for a variety of legitimate business reasons, the organization may collect and store personal information, including all or any part of an employee's or customer's Social Security Number (SSN), in hard copy or digital storage. For the purposes of this policy, "SSN" refers to more than four sequential digits of an employee's or member's Social Security Number.

The organization takes the following measures to prevent the unauthorized disclosure of SSNs:

- **Confidentiality:** Ensuring the confidentiality of SSNs.
- **Prohibition of Unauthorized Disclosure:** Prohibiting unlawful or unauthorized disclosure of SSNs.
- **Access Limitation:** Limiting the number of individuals with access to SSNs and the circumstances under which SSNs may be accessed.
- **Document Disposal:** Ensuring the proper disposal of documents (hard copy or digital) that contain SSNs.
- **Disciplinary Actions:** Disciplining any employee who violates this policy.

The organization, along with every employee with access to SSNs, will maintain the security and confidentiality of all documents containing SSNs. This includes:

- Securely maintaining documents that contain SSNs.
- Password protection for any digital files containing any part of an SSN.

No employee shall display or disclose an SSN without the express written consent of the individual to whom the SSN is assigned.

The organization will not mail any document containing an SSN that is visible from the outside of the mailed article. Additionally, the organization will not use the SSN as an identifying number for its employees or visibly print it on identification tags, badges, passes, cards, or licenses. Employees are not required to use or transmit their SSN over the internet or any organization intranet, computer system, or network unless the connection is secure or the transmission is encrypted.

Access to any document displaying an SSN is restricted to individuals with a legitimate business need. Access by anyone other than those individuals must be specifically authorized in writing by Human Resources or by the individual to whom the SSN is assigned.

This policy does not modify an employee's right to access their own personnel file, as permitted by applicable law. It also does not prohibit the use of an SSN where such use is authorized by state or federal statute, rule, regulation, court order, or pursuant to legal discovery or process.

Violations of this policy will result in disciplinary action, up to and including termination of employment. Violators may also be subject to civil and criminal penalties as authorized by applicable state or federal law.

The organization is committed to safeguarding personal information and ensuring compliance with all relevant privacy regulations. Your cooperation is essential in maintaining the integrity and confidentiality of sensitive information.

Code of Conduct

The Organization is committed to maintaining an outstanding reputation for ethical behavior and fair dealing. This Code of Conduct outlines expectations for employee behavior and interactions, ensuring a productive and respectful workplace.

All employees are expected to interact courteously and tactfully with managers, co-workers, customers, vendors, and fellow employees. Failure to maintain this standard may result in disciplinary action, including termination.

Employees are prohibited from engaging in conduct that adversely reflects on the organization. Examples include, but are not limited to:

- Falsifying, removing, or destroying employment-related records
- Manipulating another employee's time records
- Unauthorized use of organizational or customer property
- Stealing property
- Engaging in outside activities during working hours
- Failing to meet personal appearance standards
- Insubordination or abusive language towards management
- Using foul or abusive language on premises
- Displaying a negative demeanor towards co-workers
- Gambling on organization premises
- Wasting or impairing organizational property
- Violating communication and information systems policy
- Violating social media policy
- Violating drug and alcohol policy
- Violating harassment and discrimination policy
- Violating weapons policy
- Violating mobile device policy
- Failing to comply with organizational policies and procedures

This list is not exhaustive and does not alter the at-will employment status of employees.

Conflict of Interest

Employees must avoid outside business or financial activities that conflict with the organization's interests or interfere with job performance. Such conflicts should be discussed with a supervisor or Human Resources.

Secondary Employment

While employees may accept secondary employment, it must not affect job performance or create a conflict of interest. Employees should consult with their supervisor if they face potential conflicts.

Employment of Relatives

Employees may refer friends and relatives for employment, but all referrals will follow standard procedures. Employment decisions are based on qualifications and work history, without preferential treatment based on relationships.

Close relatives cannot be employed in positions where one has supervisory authority over the other or can make employment decisions. This includes:

- Reviewing or processing the work of the other
- Recommending salary increases
- Frequent contact that could affect workplace dynamics
- Access to confidential information

Approval from Human Resources is required prior to hiring any relative or cohabitant. Close relatives are defined as spouse, child, parent, registered partner, sibling, grandparent, grandchild, niece, nephew, aunt, uncle, first cousin, or those acquiring such relationships through marriage.

If two employees become close relatives under this policy, one must transfer or terminate employment within 90 days.

Romantic Relationships

The Organization aims to avoid misunderstandings, conflicts of interest, favoritism, and potential claims of sexual harassment that can arise from romantic relationships between employees, especially involving supervisory or managerial staff.

Supervisors and managers are prohibited from engaging in romantic relationships with employees they supervise or can influence regarding employment terms. This includes dating, romantic involvement, sexual relations, or any form of affection. All employees are discouraged from romantic involvement with colleagues if such relationships could create conflicts of interest or disrupt the workplace. This applies to both managerial and non-managerial employees

The Organization maintains a strict policy against all forms of unlawful harassment, including sexual harassment, and will enforce this policy in accordance with applicable laws.

Non-Solicitation/Non-Distribution

To maintain a focused work environment, the Organization prohibits solicitation and distribution of materials during working hours and in work areas.

- **Solicitation:** Includes requests to join organizations, make purchases, or donate.
- **Distribution:** Involves handing out literature or using organizational communication channels (including email) for non-work-related purposes.

Employees and non-employees may solicit and distribute materials in non-working areas when employees are not actively engaged in work. This policy does not interfere with employees' rights under federal and state labor laws.

Drug and Alcohol Policy

The Organization is committed to maintaining a workplace free from substance abuse, which can compromise the health and safety of all employees. The illegal use of drugs and the abuse of legal substances is strictly prohibited. Employees may face disciplinary action, including termination, for violations, especially if they involve substances legal under state law but illegal under federal law.

Disciplinary Action

The Organization reserves the right to implement disciplinary measures, including immediate termination, based on the severity of violations. Examples of conduct likely to result in immediate termination include, but are not limited to:

- Unauthorized removal of property
- Dishonesty or breach of confidentiality
- Fighting
- Insubordination
- Deliberate policy violations

The Organization will investigate misconduct thoroughly and handle policy enforcement fairly and consistently.

Termination

Employment at the Organization is "at-will," meaning either party can terminate the relationship at any time, with or without cause.

Categories of Termination

1. **Voluntary Termination:** Employees should submit a signed resignation letter indicating their last working day. Providing advance notice is encouraged—typically one month for management and two weeks for non-management staff.
2. **Involuntary Termination:** This occurs when the Organization initiates termination, which can happen without advance notice. Reasons may include, but are not limited to, insubordination, poor performance, and policy violations.

Retirement

Retirement is considered a special form of resignation. Employees should submit a signed letter stating their intended retirement date, providing as much notice as possible.

Exit Interview

An exit interview may be scheduled prior to an employee's departure to discuss resignation reasons and benefits impact. Employees must return all organizational property and complete necessary paperwork for benefits transfer or termination.

Employment References

The Organization maintains strict confidentiality regarding all matters related to the employment or termination of current or former employees. This policy is designed to protect both the Organization and its employees, minimizing the risk of defamation claims and reducing potential embarrassment from adverse employment terminations.

- All requests for employment references must be directed to Human Resources. No other employee is authorized to provide information regarding current or former employees.
- The verbal information provided in response to inquiries will be limited to:
 - Date of hire
 - Date of termination
 - Current or last position held
 - A statement affirming that the Organization does not disclose any further information about its current or former employees, and that this decision should not be interpreted as a negative reflection on the employee's character or performance.

Under no circumstances will information regarding an employee's attitude, job performance, reasons for termination, or eligibility for rehire be disclosed.

This policy does not interfere with employees' rights under any state or federal labor laws, including the National Labor Relations Act.

Coverage and Subbing Expectations Policy

At CEN, flexibility and teamwork are integral to our culture. Because we're a small nonprofit, there are times when we need to step in for one another to make sure every student continues learning — even when a teacher is out.

We recognize the extra effort this takes, and that's why we provide additional pay for class coverage and strive to schedule fairly. Your willingness to help ensures our students have consistent support and reflects the strength of our community.

Purpose

As a small, mission-driven nonprofit, we depend on the shared flexibility and collaboration of our staff to ensure students receive high-quality instruction every day. Occasionally, circumstances such as staff absences, professional development, or special events may require teachers or

other staff to provide classroom coverage or assume short-term instructional duties outside their regular teaching schedule.

Expectations

All certified teaching staff are considered **exempt, salaried professionals** under federal and state law. As part of their professional responsibilities, teachers may be asked to:

- Provide temporary coverage for another class when a substitute is not available,
- Supervise students during transitions or special schedules, and
- Assist with school-wide activities or supervision as needed to support student safety and learning.

We recognize that this flexibility requires effort and understanding. Teachers who provide sub coverage during their planning or preparation period will receive **additional compensation** in acknowledgment of that contribution.

Planning and Preparation Time

While there is no state law requiring specific amounts of prep time in Michigan charter schools, we strive to protect and schedule reasonable planning periods for all teachers. Administrators will make every effort to balance coverage needs with teachers' professional planning time and to distribute subbing responsibilities equitably.

Equity and Collaboration

Coverage assignments will be rotated fairly across staff whenever possible. Teachers are encouraged to communicate with their principal or the HR department if they have concerns about workload or scheduling, especially when it may impact their ability to prepare or meet professional obligations.

3. Time-Off and Leaves Of Absence

Time off for vacation, sick leave, personal leave, and holidays will be provided in accordance with the individual employment agreement for each employee.

Earned Sick Time

Under the Michigan Earned Sick Time Act ("ESTA"), all employees are entitled to earn paid sick time. This law provides employees with the right to use paid time off for their own health, to care for family members, and to address certain public health emergencies. This section provides a general overview of ESTA.

Key Provisions of the ESTA:

- Accrual of Sick Time: Employees generally begin accruing paid sick time from their first day of employment.
- Rate of Accrual: Employees typically accrue one hour of paid sick time for every 30 hours worked.
- Paid sick time can be used for:
 - Employee's Own Illness or Injury: Including physical and mental health conditions.
 - Care for a Family Member: This includes a child, spouse, domestic partner, parent, grandparent, grandchild, sibling, or any other individual related by blood or affinity whose close association is the equivalent of a family relationship.¹
 - Public Health Emergencies: Such as school or childcare closures due to public health risks.
- Carryover of Unused Time: Employees may be able to carry over a limited amount of unused sick time into the next year.
- Prohibition of Retaliation: Employers are prohibited from retaliating against employees for using their accrued sick time.

CEN's Paid Time Off Policy

As approved by ESTA, CEN offers advanced ("front-loaded") PTO to all employees as an alternative to accrued paid time off.

Advanced ("front-loaded") PTO: Instead of accruing sick time gradually, CEN provides employees with a minimum of 12 PTO days (96 hours) at the start of each school year, provided that they are hired by September 30. This upfront time allows employees to use it as needed throughout the year. Staff hired after September 30 receive a prorated amount of PTO days.

Please refer to your offer letter or position and pay notice to verify your number of paid time off days.

How to Schedule/Use PTO:

Employees should submit a request to their direct supervisor at least two weeks before the requested leave. They must ensure that they have enough leave available to cover the requested dates. Requests will be approved based on a number of factors, including department, operating, and staffing requirements.

- Employees may use their PTO in half-day (1/2) increments.
- Employees are required to provide a doctor's verification of illness or injury for absences of **three days or more.**
- Employees are required to provide a doctor's release back to work for absences of **twenty days or more.**
- Employees who are absent excessively may be disciplined, up to and including termination of employment, in accordance with applicable law and organization policy.
- No payments will be made for unused sick time at termination of employment unless otherwise required by law.

PTO Carryover and Bonus:

- Because CEN front loads Paid Time Off, there is no requirement to carry over days from year to year.
- PTO Bonus: If you are not eligible for vacation time and have at least 3 PTO days remaining at the end of the school year, you'll receive a bonus in recognition of your attendance on your 6/30 payroll.

Organization Holidays

The Organization observes the following holidays each year, which may change from year to year:

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Holidays falling on a Saturday will typically be observed on the preceding Friday. Holidays falling on a Sunday will usually be observed on the following Monday. If a holiday occurs during a scheduled personal leave, it will not count against personal leave days and will be treated as a holiday.

Bereavement Leave

The Organization provides bereavement leave for employees due to the death of a family member. Employees are entitled to up to three (3) working days off with pay when a death occurs in their immediate family.

Immediate family is defined as:

- Mother/Father
- Sister/Brother
- Spouse
- Child
- Grandparent
- Mother/Father-in-law
- Sister/Brother-in-law

Employees must provide evidence of the family member's death, such as a published obituary or funeral program, without a request from their direct supervisor or HR. Failure to provide this evidence may result in a deduction from pay.

Personal Leave

Full-time teaching staff are eligible for two (2) personal leave days upon hire.

To schedule personal leave, employees must submit a request at least two weeks before the desired leave date. It is the employee's responsibility to ensure they have enough available leave to cover the requested dates. Requests will be approved based on factors including departmental, operational, and staffing requirements.

Family and Medical Leave Act (FMLA)

Eligible employees may be entitled to leave under the Family and Medical Leave Act (FMLA). This policy provides information regarding FMLA entitlements and obligations.

To be considered an "eligible employee," an individual must:

1. Have been employed by the Organization for at least 12 months (not necessarily consecutive).
2. Have worked at least 1,250 hours of service during the 12-month period preceding the start of the leave.
3. Be employed at a worksite where 50 or more employees are located within 75 miles.

The determination of whether an employee meets the eligibility requirements is made as of the date the FMLA leave is to start.

Notice of Eligibility

When an employee requests FMLA leave, or when the Organization becomes aware that the leave may qualify under FMLA, the Organization must notify the employee of their eligibility to take FMLA leave within five business days, barring extenuating circumstances. Employee eligibility is determined (and notice will be provided) at the commencement of the first instance of leave for each FMLA-qualifying reason in the applicable 12-month period. All FMLA absences for the same qualifying reason are considered a single leave and employee eligibility as to that reason for leave does not change during the applicable 12-month period.

Relation to State Or Local Laws

FMLA does not override or displace state or local laws that offer greater benefits for employees. This means that if state or local laws provide:

- Longer leave periods,
- Paid leave, or
- Greater protections during leave,

those laws will be applicable when an employee works for a school in that state or locality.

Additionally, when an employee is eligible for both FMLA leave and leave under state law, the leaves will run concurrently. This allows employees to take advantage of the more generous provisions offered by state or local laws while still complying with FMLA requirements.

Employee Entitlements Under FMLA

Eligible employees are entitled to:

- Job-protected leave
- Health insurance benefits
- Job restoration, with certain limited exceptions

The FMLA also entitles employees to receive certain written notices regarding their potential eligibility for and designation of FMLA leave.

For any questions regarding FMLA leave or to initiate a request, employees should contact Human Resources.

Basic FMLA Leave Entitlement

The FMLA entitles eligible employees to up to 12 workweeks of unpaid leave during a 12-month period for specific family and medical reasons during a 12-month period. To be considered "eligible," employees must have:

1. Worked for the organization for at least 12 months.
2. Accumulated at least 1,250 hours of service in the 12 months prior to the leave request.
3. Service time may be aggregated if the break in service is less than 7 years for military duty.

The 12-month period for determining hours worked and leave usage is a rolling 12-month period measured backward from the date an employee uses FMLA leave.

Employees may take FMLA leave for one or a combination of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care.
- To care for the employee's spouse, child, or parent (not in-law) with a serious health condition.
- For the employee's own serious health condition, including conditions related to pregnancy, prenatal care, or childbirth that makes the employee unable to perform one or more of the essential functions of the employee's job.
- Due to qualifying exigencies arising from a covered military family member being on active duty or called to active duty status.

Note: If both spouses work for the organization, they are collectively entitled to a total of 12 workweeks for the birth, adoption, or placement of a child or to care for a parent with a serious health condition. They are entitled to a total of 26 workweeks to care for a covered service member.

Definition of Serious Health Condition

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

Subject to certain conditions, the continuing treatment requirement can be satisfied through a period of incapacity of more than three consecutive calendar days combined with at least two visits to a healthcare provider or one visit and a regimen of continuing treatment or incapacity due to pregnancy, or a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include:

- Attending military events.
- Arranging for alternative childcare.
- Addressing financial and legal arrangements.
- Attending counseling sessions or post-deployment reintegration briefings.

Additional Military Family Leave Entitlement (Injured Service Member Leave)

In addition to the basic FMLA leave entitlement, eligible employees who are spouses, children, parents, or next of kin of a covered service member are entitled to take up to 26 weeks of leave during a single 12-month period to care for the service member with a serious injury or illness. This leave may not exceed 26 weeks when combined with other FMLA-qualifying leave.

A covered service member includes:

- A member of the Armed Forces, National Guard, or Reserves undergoing medical treatment, recuperation, or therapy for a serious injury or illness.
- A veteran who incurred an injury or illness in the line of duty or had a pre-existing condition aggravated by service.

Intermittent Leave and Reduced Leave Schedules

FMLA leave is usually taken in a single block, but can be taken intermittently, when medically necessary, due to the serious health condition of the employee or a covered family member, or the serious injury or illness of a covered service member.

Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees maintain group health plan coverage on the same terms and conditions as if they had continued to work.

Restoration of Employment and Benefits

At the end of FMLA leave, "key employees" generally have the right to return to the same or equivalent positions, with equivalent pay and benefits, unless exceptions apply (e.g., if job restoration would cause the organization substantial and grievous economic injury). The organization will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. If an employee is reinstated, use of FMLA leave will not result in the loss of any employment benefit that occurred prior to the start of an eligible employee's FMLA leave.

Notice of Eligibility For and Designation of FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the organization telling them whether they are eligible for FMLA leave and, if not, the reasons why. When eligible for FMLA leave, employees are entitled to receive written notice of:

1. Their rights and responsibilities in connection with such leave
2. the Organization's designation of leave as FMLA-qualifying or non-qualifying, and if not qualifying, the reasons why
3. the amount of leave, if known, that will be counted against the employee's leave entitlement.

The Organization may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Organization's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Organization and employee can mutually agree that leave be retroactively designated as FMLA leave.

Employee FMLA Leave Obligations

Employees must timely notify the organization of their need for FMLA leave. This includes informing the organization of the need for FMLA-qualifying leave and, if known, the anticipated timing and duration of the leave. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the organization to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- o a medical condition renders them unable to perform the functions of their job.
- o They are pregnant or have been hospitalized overnight.
- o They or a covered family member are under the continuing care of a healthcare provider
- o The leave is due to a qualifying exigency caused by a covered military member being on active duty or called to active duty status

- o The leave is for a family member, the condition renders the family member unable to perform daily activities or the family member is a covered service member with a serious injury or illness

Calling in "sick" without providing sufficient information is not adequate to trigger FMLA protections.

Employees should clearly explain their reasons for the leave to ensure the organization can determine if it qualifies for FMLA protection. Failure to do so may result in the denial of leave.

Timing Of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must notify the organization as soon as practicable based on the facts and circumstances of their specific situation. Employees who fail to give a 30-day notice for foreseeable leave without a reasonable excuse for the delay, or who do not fulfill their FMLA notice obligations, may have their FMLA leave delayed or denied.

Employees must also follow the organization's usual and customary notice and procedural requirements when requesting FMLA leave, unless unusual circumstances exist. If employees fail to comply with these requirements without justification, FMLA leave may be delayed or denied, provided that they have not otherwise given timely notice as required by FMLA regulations.

Cooperate In The Scheduling Of Planned Medical Treatment (Including accepting Transfers To Alternative Positions) and Intermittent Leave Or Reduced Leave Schedules

When planning medical treatment, employees must consult with the organization and make a reasonable effort to schedule treatment so as not to unduly disrupt the organization's operations, subject to the approval of the employee's healthcare provider. Employees should discuss their treatment schedule with the organization prior to scheduling to find an arrangement that suits both the organization's and the employees' needs. If employees fail to fulfill this obligation when providing notice of intermittent FMLA leave for planned medical treatment, the organization may require them to attempt to make such arrangements, subject to the healthcare provider's approval.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for themselves or a family member, including recovery from a serious health condition or caring for a covered service member, the organization may temporarily transfer employees to alternative positions with equivalent pay and benefits that better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to medical treatment planning, they must inform the organization of the reason for the leave's medical necessity. In these instances, the organization and the employee will work to create a leave schedule that meets the employee's needs without unduly disrupting the organization's operations, subject to the healthcare provider's approval.

Submit Medical Certifications Supporting Need For FMLA Leave (Unrelated To Requests For Military Family Leave)

Depending on the nature of the FMLA leave requested, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. There are generally three types of FMLA medical certifications: initial certification, recertification, and return-to-work/fitness-for-duty certification.

It is the employee's responsibility to provide the organization with timely, complete, and sufficient medical certifications. Whenever the organization requests FMLA medical certifications, employees must submit the requested certifications within 15 calendar days of the organization's request, unless it is impracticable to do so despite the employee's diligent efforts. The organization will inform employees if submitted medical certifications are incomplete or insufficient and will provide them at least seven calendar days to address any deficiencies. FMLA leave will be denied to employees who do not timely cure deficiencies or fail to submit the requested medical certifications.

With the employee's permission, the organization (through individuals other than the employee's direct supervisor or manager) may contact the employee's healthcare provider to authenticate or clarify completed and sufficient medical certifications. If employees do not provide the organization with authorization to clarify or authenticate certifications with healthcare providers, the organization may deny FMLA leave if the certifications are unclear.

The organization may waive its right to receive timely, complete, and/or sufficient FMLA medical certifications when deemed appropriate.

Initial Medical Certifications

Employees requesting leave for their own serious health condition, a covered family member's serious health condition, or to care for a covered service member must supply medical certification from their healthcare provider or, if applicable, from the healthcare provider of the covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before the leave begins. A new initial medical certification will be required annually for serious medical conditions lasting beyond a single leave year.

If the organization has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the organization's expense. If the opinions of the initial and second healthcare providers differ, the organization may require employees to obtain a third, final, and binding certification from a healthcare provider designated or approved jointly by the organization and the employee.

The organization will provide employees with copies of second or third medical opinions upon request. Requested copies will be provided within five business days unless extenuating circumstances prevent this action.

The organization will reimburse employees or family members for reasonable "out of pocket" travel expenses incurred to obtain second or third medical opinions. Except in rare circumstances, the organization will not require employees or family members to travel outside normal commuting distance for the purpose of obtaining second or third medical opinions.

Medical Recertification

Depending on the circumstances and duration of FMLA leave, the organization may require employees to provide recertification of the medical condition necessitating leave. The organization will notify employees if recertification is required and will provide at least 15 calendar days for employees to submit medical recertification.

Generally, the organization may request medical certification no more frequently than every 30 days and only in connection with an employee's absence. If medical certification indicates the minimum duration of the condition is more than 30 days, the organization will wait until that duration expires before requesting recertification. In all cases, the organization may request recertification of a medical condition every six months in connection with an employee's absence.

The organization may request certification in less than 30 days or before the minimum duration of the condition has elapsed if: a) employees request extensions of leave; b) circumstances described by the previous certification have changed significantly (e.g., duration or frequency of absence, nature or severity of illness, complications); or c) the organization receives information casting doubt upon an employee's stated reason for the absence or the continuing validity of a certification.

Return To Work/Fitness For Duty Medical Certifications

Unless notified that such certifications are not necessary, employees returning to work from FMLA leave taken due to their own serious health condition must provide the organization with medical certification confirming their ability to return to work and perform the essential functions of their position, with or without reasonable accommodation. The organization may delay and/or deny job restoration until employees provide return-to-work/fitness-for-duty certifications.

Submit Certifications Supporting Need For Military Family Leave

Upon request, when employees seek leave due to qualifying exigencies arising from the active duty or call to active duty status of covered military members, the organization may require employees to provide: 1) a copy of the covered military member's active duty orders or other military documentation indicating their active duty status and dates of service; and 2) a certification from the employee detailing the nature of the qualifying exigency for which leave is requested. Employees must provide a copy of new active duty orders or other documentation for leaves arising from different active duty or call to active duty status of the same or a different covered military member.

When leave is taken to care for a covered service member with a serious injury or illness, the organization may require employees to obtain certifications completed by an authorized healthcare provider of the covered service member. Additionally, in accordance with FMLA regulations, the organization may request that the certification submitted by employees include additional information confirming entitlement to such leave. If the healthcare provider is not one of those listed below, the employer may request second and third opinions from that healthcare provider.

Substitute Paid Leave For Unpaid FMLA Leave

Employees must use any paid time off while taking unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave does not extend the length of FMLA leaves, and the paid time will run concurrently with an employee's FMLA entitlement. Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness will run concurrently with any FMLA leave entitlement. Upon request, the organization will allow employees to use paid time off to supplement any paid disability benefits.

Pay Employee's Share Of Health Insurance Premiums

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the organization notifies employees of other arrangements, whenever employees receive pay from the organization during FMLA leave, the organization will deduct the employee's portion of the group health plan premium from their paycheck as if they were actively working. If FMLA leave is unpaid, employees must pay their portion of the group health premium.

The organization's obligation to maintain healthcare coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the organization will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless they cannot return due to a serious health condition or other circumstances beyond their control), they will be required to reimburse the organization for the premiums it paid to maintain coverage during their unpaid FMLA leave.

Report Periodically Concerning Intent To Return To Work

Employees must contact the organization periodically regarding their status and intention to return to work at the end of the FMLA leave period. If an employee's anticipated return date changes and they need to take more or less leave than originally anticipated, the employee must provide reasonable notice (i.e., within 2 business days) of the changed circumstances and new return date. If employees give unequivocal notice of their intent not to return to work, the organization's obligation to maintain health benefits (subject to COBRA requirements) and restore their positions ceases.

Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state, or local law that prohibits discrimination, nor does it supersede any state or local law that provides greater family or medical leave rights. For additional information regarding leave entitlements and obligations when FMLA leave is unavailable or exhausted, please consult the organization's other leave policies or contact Human Resources.

Questions and Complaints About FMLA Leave

If you have any questions regarding this FMLA policy, please contact Human Resources. The organization is committed to complying with the FMLA and will interpret and apply this policy in a manner consistent with the law.

The FMLA makes it unlawful for employers to:

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

The organization strictly prohibits retaliation against any employee who exercises their rights under the FMLA. If employees believe their FMLA rights have been violated, they should contact Human Resources immediately. The organization will investigate any FMLA-related complaints and take prompt and appropriate remedial action. Employees may also file complaints with the U.S. Department of Labor or bring private lawsuits alleging FMLA violations.

Additional Definitions

Spouse

Refers to a person to whom an employee is legally married according to the laws of the state where the employee resides. This includes individuals in a common law marriage in states that recognize such unions. A spouse may be of the opposite sex or the same sex, depending on state recognition of same-sex marriages.

Parent

Includes biological, adoptive, step, or foster parents, as well as any individual who stood in loco parentis to the employee during their childhood. This definition excludes parents "in law."

Son or Daughter

For the purposes of FMLA leave taken for birth, adoption, or to care for a family member with a serious health condition, this includes 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" due to a mental or physical disability at the time the FMLA leave is to commence.

Incapable of Self-Care

An individual is considered incapable of self-care if they require active assistance or supervision to perform daily self-care activities in three or more of the following: grooming and hygiene, bathing, dressing, and eating. This also includes instrumental activities of daily living (IADLs) such as cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, and using communication tools.

Physical or Mental Disability

Defined as a physical or mental impairment that substantially limits one or more major life activities, as per regulations at 29 CFR 1630.2(h), (i), and (j) issued by the Equal Employment Opportunity Commission under the Americans with Disabilities Act (ADA).

Persons Who are in Loco Parentis

Individuals who have day-to-day responsibilities for caring for and financially supporting a child, or in the case of the employee, who had such responsibilities during the employee's childhood. A biological or legal relationship is not necessary.

Adoption

The legal and permanent assumption of responsibility for raising a child as one's own. The source of an adopted child (e.g., whether from a licensed placement agency or otherwise) does not affect eligibility for FMLA leave.

Foster Care

24-hour care for children in place of their parents or guardians, arranged by or agreed upon with the state due to voluntary agreements or judicial determinations. This includes placements with relatives when state action is involved.

Son or Daughter on Active Duty or Call to Active Duty Status

Refers to the employee's biological, adopted, or foster child, stepchild, legal ward, or child for whom the employee stood in loco parentis, who is on active duty or call to active duty status, regardless of age.

Son or Daughter of a Covered Service Member

A service member's biological, adopted, or foster child, stepchild, legal ward, or child for whom the service member stood in loco parentis, of any age.

Parent of a Covered Service Member

The biological, adoptive, step, or foster parent of a covered service member, or any individual who stood in loco parentis to the covered service member, excluding parents "in law."

Next of Kin of a Covered Service Member

The nearest blood relative, excluding the service member's spouse, parent, son, or daughter, prioritized as follows: relatives granted legal custody, siblings, grandparents, aunts and uncles, and first cousins. If no designation is made, multiple family members at the same relationship level may take FMLA leave to care for the covered service member.

Health Care Provider

Includes:

1. A licensed doctor of medicine or osteopathy practicing within their state;
2. Podiatrists, dentists, clinical psychologists, optometrists, chiropractors (limited to spinal manipulation);
3. Nurse practitioners, nurse-midwives, clinical social workers, and physician assistants practicing within their scope;
4. Christian Science practitioners (may be required to submit to second or third certifications);
5. Any other health care provider accepted by the employer for substantiating a serious health condition;
6. Health care providers authorized to practice in another country and performing within their scope.

For FMLA leave to care for a covered service member, certifications may also be completed by:

1. A U.S. Department of Defense (DoD) health care provider;
2. A U.S. Department of Veterans Affairs (VA) health care provider;
3. A DoD Tricare Network authorized private health care provider;
4. A DoD Non-Network Tricare authorized private health care provider.
- 5.

Military Leave (USERRA)

The Organization is committed to protecting the job rights of employees in the uniformed services. A military leave of absence will be granted to employees who are absent from work due to service in the U.S. uniformed services, in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Eligible employees may take up to five cumulative years of leave under this policy.

Advance Notice of Military Service

Employees must provide advance notice of military service and a copy of their service orders. Unless military necessity prevents such notice or it is otherwise impossible or unreasonable, notice should be provided within 30 days of the start of active service.

Leave Status and Benefits

Military leave will be unpaid; however, employees may elect to use paid time off during their absence. Unless otherwise indicated by Organization policy, benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Health Insurance Coverage

Organization health insurance coverage will continue until the end of the month following the month in which the employee last worked. The employee will be required to pay their normal employee share of the premium during this time. After this period, the employee has the right under COBRA to elect continued group health insurance, at their expense, for up to 24 months following separation from employment.

Reemployment Eligibility

An employee who takes leave under this policy will be eligible for reemployment, provided they were honorably discharged from military service and can provide discharge documentation. A returning employee must seek timely reinstatement based on the length of their military service, as follows, or as defined by applicable state law:

Length Of Service	Time Limit For Seeking Reinstatement
Less Than 31 Days	by The Start Of The First Work Day That begins at Least Eight Hours after The completion Of Service
31 To 179 Days	No Later Than 14 Days Following The completion Of Service
180 Days Or More	No Later Than 90 Days Following The completion Of Service

An employee who is hospitalized for an injury or illness incurred or aggravated during military service will have up to two years following the completion of their service to submit an application for reemployment to Human Resources.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed, or in a comparable position, depending on the length of military service, in accordance with USERRA.

Length Of Service	Reemployment Position(S)
90 Or Fewer Days	Position That The Employee Would Have Held If Employment Had Not been Interrupted by Military Service; Or Employee's Previous Position.
More Than 90 Days	Position That The Employee Would Have Held If Employment Had Not been Interrupted by Military Service; Or a Position Of Like Seniority, Status and Pay For Which The Employee Is Qualified, With Or Without Reasonable Efforts by The School To Help The Employee become Qualified.

Jury Duty and Subpoenaed Witness Leave

The Organization recognizes the civic responsibility of jury service in the federal and state court systems by permitting employees time off from work when summoned for jury duty or subpoenaed as witnesses.

Employees summoned for jury duty or subpoenaed as witnesses shall be granted the necessary time off, without pay, unless applicable federal, state, or local law requires otherwise. Exempt employees may be provided time off with pay to comply with federal and state wage and hour laws. Employees requesting leave for these purposes must provide a copy of the summons for jury duty or the subpoena to appear as a witness prior to the commencement of this leave.

The Organization does not require employees to reimburse the Organization for any stipend issued by the court for their service. All benefits will continue uninterrupted during the period of jury service or as a subpoenaed witness.

Employees excused from jury service or as a subpoenaed witness before the halfway point of their scheduled workday are required to contact their supervisor/manager to determine whether they should report for work.

Voting Leave

CEN encourages employees to exercise their voting privileges in local, state, and national elections. Since polling places are open for extended hours, you are encouraged to vote before or after regular working hours. Employees are entitled to take a reasonable amount of unpaid time

off from work to vote, unless applicable state or local law requires otherwise. Exempt employees may be provided time off with pay to comply with federal and state wage and hour laws.

4. Employee Benefits

Our Employee Benefits Programs

Eligible employees are provided a wide range of benefits. Several programs, such as Social Security, Workers' Compensation, and Unemployment Insurance, cover all employees in accordance with applicable laws.

Benefits Eligibility

Benefits eligibility depends on various factors, including employee classification. A summary of the benefits the Organization provides is outlined below. Many of these benefits are detailed in insurance contracts or other plan documents. Employee contributions for these benefit programs may vary, so please refer to your Benefits Enrollment Worksheet for specific details.

For health benefit purposes, employees hired as full-time, variable hour, or seasonal employees who average 30 or more hours of service per week (or 130 or more hours per month) during a measurement period will be eligible.

New employees may need to work for a specific period before becoming eligible for certain benefits, including medical, dental, and vision coverage. Please consult Human Resources for more information.

Benefit Elections

Following new hire benefit elections (including health benefits), changes to such elections or coverage can only be made during the annual Open Enrollment Period or if a qualifying event occurs (e.g., marriage, divorce, birth of a child, etc.).

Available Benefit Programs

The following benefit programs are available to eligible employees:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Long- and Short-Term Disability
- Accidental Death and Dismemberment Insurance
- Life Insurance
- Group Accident Insurance
- Cancer Insurance
- Hospital Insurance
- 401(k) Savings Plan with Organization Match
- \$100 in lieu of medical benefits (paid on the second pay date of the month)
- Flexible Spending Account
- Annual Loyalty Bonus

Health Insurance Portability and Accountability Act (HIPAA)

The Organization is committed to maintaining a work environment that adheres to all federal and state guidelines regarding the Health Insurance Portability and Accountability Act of 1996 (HIPAA). We prioritize the protection of Personal Health Information (PHI).

The Organization will comply with the standards and requirements set forth in HIPAA regulations. We reserve the right to change the terms of this notice and to make new provisions effective for all PHI that we maintain.

Continuation of Benefits (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a federal law requiring most employers sponsoring group health plans to offer a temporary extension of health coverage under certain circumstances where coverage would otherwise end. This is referred to as continuation coverage.

Through COBRA, employees and their eligible dependents may have the right to continuation coverage under the Organization's group health insurance program at their own expense for a

maximum period of 18 to 36 months, depending on the qualifying event that causes the loss of health coverage. Qualifying events include:

- The death of the covered employee
- Termination of the employee
- A reduction in the employee's hours that results in loss of eligibility for coverage
- Divorce or legal separation of the covered employee and their spouse
- The employee's entitlement to Medicare
- A dependent child who ceases to meet the eligibility criteria under the plan

Employees or eligible dependents must report a qualifying event to Human Resources within 60 days of the date the event occurs. COBRA continuation is limited to employees and/or dependents under specific circumstances, such as eligibility for Medicare benefits.

Workers' Compensation Insurance

To provide for the payment of medical expenses and partial salary continuation in the event of a work-related accident or illness, you are covered by Workers' Compensation Insurance. The amount of benefits payable and the duration of payments depend on the nature of your injury or illness.

If you are injured or become ill while on the job, you must immediately report the injury or illness to your supervisor/manager and Human Resources. This ensures that the Organization can assist you in obtaining appropriate medical treatment. Failing to follow this procedure may result in the appropriate Workers' Compensation report not being filed in accordance with the law, which could jeopardize your right to benefits related to the injury or illness.

5. Pay Practices

Employee Classifications

For the purposes of salary administration and eligibility for overtime payments, the Organization classifies its employees as follows:

Full-Time Employees:

Employees hired to work the Organization's standard full-time schedule of forty (40) hours per week on a regular basis. These employees may be classified as "Exempt" or "Nonexempt" as defined below. For health benefit purposes, full-time employees are those who, when hired, are determined to average 30 or more hours of service per week (or 130 or more hours of service per month) during a designated measurement period.

Part-Time Employees:

Employees hired to work fewer than forty (40) hours per week on a regular basis. These employees may also be classified as "Exempt" or "Nonexempt." For health benefit purposes, part-time employees are those who, when hired, cannot be determined to be full-time or variable hour, and who average fewer than 30 hours of service per week during the measurement period.

Temporary Employees:

Employees engaged to work either full-time or part-time on the Organization's payroll, typically to cover vacations, leaves of absence, or projects of limited duration. Their employment is expected to terminate no later than six (6) months after their start date. With written approval from both the supervisor/manager and Human Resources, temporary employment may be extended for an additional three (3) months. Temporary employees may be classified as "Exempt" or "Nonexempt," but they are not eligible for any Organization benefits or paid allowances (e.g., holidays, personal holidays, vacation, or sick leave).

Nonexempt Employees:

Employees who are entitled to receive overtime pay at a rate of one and one-half times (1.5x) their regular rate of pay for all hours worked beyond forty (40) hours in a workweek, in accordance with applicable federal wage and hour laws. They may also qualify for overtime pay for hours worked beyond eight (8) hours in a given day, depending on state laws.

Exempt Employees:

Employees who are not entitled to overtime pay, in accordance with applicable federal, state, or local law. Typically, executives, professional employees, and certain administrative positions fall under this classification.

You will be informed of your initial employment classification and your status as an exempt or nonexempt employee upon hire. If you change positions during your employment due to promotion, transfer, or changes in responsibilities, Human Resources will inform you of any changes to your exemption status. Please direct any questions regarding your employment classification or exemption status to Human Resources.

Job Descriptions

The Organization utilizes general job descriptions to outline primary responsibilities, assisting in staffing, wage and salary administration, and training. Employees are expected to remain flexible and willing to take on additional non-recurring responsibilities as needed. All job descriptions are subject to review and modification.

Promotion and Transfer

The Organization is committed to promoting from within when qualified employees are available; therefore, vacancies that offer advancement opportunities will be filled by promoting employees from within whenever possible.

Promotion decisions are based on an employee's qualifications, past performance, and evaluations from supervisors/managers regarding the employee's potential. Employees must have been in their current position for a minimum of one (1) year and must not have received any verbal or written performance improvement notices to be considered for a transfer or promotion.

All promotions and transfers are conducted without regard to race, color, age, national origin, religion, sex, gender identity, veteran status, disability, genetic information, pregnancy, childbirth or related medical conditions, or any other status protected under applicable federal, state, or local law.

It is important to understand that the Organization cannot guarantee promotions; there may be instances where the best-qualified candidate is sourced externally.

Pay Periods

Employees are paid on the 1st and 15th of each month. If a scheduled payday falls on a weekend or an Organization-observed holiday, payment will be issued the preceding business day if the holiday falls on a Saturday, or on the following business day if it falls on a Sunday.

All required deductions, including federal, state, and local taxes, as well as authorized voluntary deductions (e.g., health insurance contributions), will be automatically withheld from paychecks.

Employees should review their paychecks for errors. If a mistake is identified, it should be reported to Human Resources immediately. Human Resources will assist in rectifying any errors.

Pay Accrual

All CEN employees are paid to date, as CEN does not accrue pay. Unless otherwise stated in your offer letter (e.g., if an end date to employment is included), all CEN employees are considered 260-workday employees.

Direct Deposit

Direct deposit allows for paperless transactions between the Organization and banking institutions, providing a safe and reliable method for employees to receive their pay. Through the Human Resource Information System (HRIS) portal, employees can access their earnings statements, which detail gross pay and all deductions made for each pay period.

Paycheck Deductions

The Organization intends that deductions from pay will only occur in circumstances permitted by applicable law. If an employee believes any improper deduction has been made, they should immediately raise the issue with Human Resources. If an investigation reveals an improper deduction, the employee will be reimbursed.

Exempt Employee Salary Reduction

Exempt employees are generally paid on a salary basis and must receive their full salary for any week in which they perform work. Salary reductions may only occur in the following circumstances:

- Employees absent for a full day for personal reasons (excluding sickness or disability) will not be paid for that day unless they have paid time off under the Organization's policies.
- Exempt employees absent for a full day due to sickness or disability will not be paid for that day unless they have paid time off under the Organization's policies, and the absence qualifies for pay under those policies. Salary will not be reduced for absences of less than a full day due to sickness or disability.

- Employees absent for jury duty, witness attendance, or military leave may have their salary reduced by the amount of payment received from jury fees, witness fees, or military pay. Salary will not be reduced for hours or days absent unless no work is performed during the week.
- Employees may be suspended without pay for workplace misconduct, but only in full-day increments, per written policies regarding serious misconduct (e.g., workplace harassment, violence, drug and alcohol violations).
- Employees working less than forty hours in their first or last week of employment will receive a proportionate salary for the time worked.
- Employees taking leave under the Family and Medical Leave Act will not be paid for that time unless they have paid time off, and their salary will be reduced by the hours missed, even if less than a full day.

This policy is subject to applicable law. The Organization will adhere to state law regarding salary reductions for exempt employees if it is more favorable to employees.

Time Reporting

All timekeeping and attendance records are legal documents, and care must be taken in recording hours worked, overtime hours, and absences. The Organization's policy is to comply with laws requiring records of hours worked by employees.

To ensure accurate records of hours worked (including overtime) and leave taken, hourly employees must record time worked on an official CEN People Operations timesheet. This timesheet should be completed daily at the start of the shift, beginning and end of the lunch period, and at the end of the workday. Supervisors/managers are responsible for ensuring timely approval of timesheets to facilitate payroll processing.

Failure to log in or out accurately is considered falsification of timekeeping records. If an employee forgets to log in or out, they must notify their supervisor/manager immediately to ensure accurate payroll recording.

Salaried employees are not required to record hours worked but must sign in daily at their worksite and submit requests for any paid time off or other leave taken.

Falsification of a timesheet is a breach of Organization policy and may result in disciplinary action, up to and including termination.

Overtime Pay

To provide optimal service and maintain efficient operations, employees may be required to work overtime. Eligible employees will receive overtime pay in accordance with federal law, applicable state laws, and collective bargaining agreements when applicable.

If classified as a nonexempt employee, you will be paid one and one-half times (1.5x) your regular hourly rate for all hours worked beyond forty (40) in any workweek, or after any shorter or more frequent period mandated by state or local law.

Overtime must receive prior approval from your supervisor/manager. While efforts will be made to provide reasonable notice of the need for overtime work, advance notice may not always be possible.

Lactation Break

The Organization will provide a reasonable amount of break time for employees to express breast milk for their infant child up to one (1) year of age, unless otherwise required by applicable state or local law. Whenever possible, this break time will run concurrently with any breaks already provided by law. Break time that does not coincide with legally mandated breaks will be unpaid.

The Organization will make reasonable efforts to provide a private space (other than a toilet stall) close to the employee's work area for expressing milk. This space may include the employee's usual work area if it meets the necessary requirements.

Business Travel Expenses

The Organization will reimburse employees for reasonable business travel expenses incurred while on assignments outside of their normal work location and the Tri-county area. All business travel must be pre-approved by the Organization.

Employees whose travel plans have been approved are responsible for making their own travel arrangements or must utilize the Organization-approved service provider.

When approved, the reimbursement amount for travel, meals, lodging, and other expenses related to business travel will be mutually agreed upon in writing. Employees are expected to limit expenses to reasonable amounts.

Expenses generally eligible for reimbursement include:

- Airfare or train fare for travel in coach or economy class, or the lowest available fare.
- Car rental fees for compact or midsize cars only.
- Fares for shuttle or airport bus services where available; costs of public transportation for other ground travel.
- Taxi fares only when no less expensive alternatives are available.
- Standard accommodations in low to mid-priced hotels or motels.
- Meal costs that are no more lavish than what the employee would eat at their own expense.
- Tips not exceeding 15% of the total cost of a meal or 10% of a taxi fare.
- Charges for phone calls, fax services, and similar business-related expenses.

Employees involved in an accident while traveling for business must promptly report the incident to their immediate supervisor/manager. Vehicles owned, leased, or rented by the Organization may not be used for personal purposes without prior approval.

Upon completion of travel, employees should submit completed travel expense reports within seven (7) days, accompanied by receipts for all individual expenses. Employees should contact their supervisor/manager for guidance on procedures related to travel arrangements, advances, expense reports, and any other business travel issues.

Abuse of the business travel expense policy, including falsifying expense reports, may result in disciplinary action, up to and including termination.

Attendance and Punctuality

Regular attendance and punctuality are essential for maintaining high-quality performance and ensuring uninterrupted service to fellow employees. All duties and work schedules have been planned to promote efficiency and reliability.

Absences

While illness and emergencies may occasionally prevent attendance, all employees are required to notify their supervisor/manager or designated official at least two (2) hours before their scheduled start time if they will be absent or late for any reason. Employees should make every effort to speak directly with their supervisor/manager; notifying anyone else will not be considered proper notification. Unauthorized absences or tardiness may result in disciplinary action. Employees should be prepared to explain the reason for their absence and provide an expected return date.

Employees must contact their supervisors/managers each day they are absent. Management reserves the right to request a physician's statement for long-term illnesses (three consecutive days) or multiple incidents of illness or injury.

If an employee fails to notify their supervisor/manager after three (3) consecutive days of absence, the Organization will presume voluntary resignation. Any extenuating circumstances presented by the employee will be considered before removal from the payroll.

If an illness or emergency occurs during working hours, employees should notify their supervisor/manager or, if unavailable, Human Resources before leaving work. Similarly, supervisors/managers should be notified at least one day in advance of known absences for emergency medical or dental

Tardiness

Employees are expected to arrive at work by their designated starting time. If an employee anticipates arriving later than usual, they should notify their supervisor/manager at least 30 minutes in advance. Any hours missed due to tardiness may be made up at the discretion of the supervisor/manager within the same workweek. Employees covered by overtime provisions, as dictated by federal or state law, who do not have scheduled make-up time or fail to work their scheduled make-up time, will not be compensated for such absences or tardiness.

Employees may be requested to make up lost time by staying later or arriving earlier when warranted by the workload of the employee or the Organization. Additionally, employees are expected to make up missed time for medical appointments (or similar situations not related to FMLA) in the same manner, at the Organization's discretion.

Excessive unexcused absenteeism and/or tardiness will be considered unsatisfactory performance and may result in disciplinary action, up to and including termination.

6. Workplace Information Policies

Personal Data

The Organization maintains a personnel and medical file for each employee that includes information relevant to their employment. It is the responsibility of employees to inform the Organization of any changes in address, emergency contact information, marital status, dependents, or any other pertinent details that could affect their employment or benefit status. Changes should be made by the employee via the designated portal. For any questions or issues, please contact Human Resources.

Business Hours

Attendance and punctuality are essential to the efficiency, productivity, and success of the Organization. Your work habits and job performance not only affect your colleagues but also reflect your commitment, dedication, and dependability.

Please consult with your supervisor/manager regarding your reporting time, as this may vary by location and position. Employees are expected to be present during their designated normal business hours.

The Organization recognizes that greater efficiencies can sometimes be achieved through flexible work schedules. Flextime arrangements are granted at the discretion of your direct manager, with approval from the Organization's President and/or CEO. Employees on a flextime schedule are responsible for informing the office manager and administrative staff of their scheduled hours.

Inclement Weather/Emergencies

The Organization prioritizes your safety and well-being. Please use your best judgment when traveling to and from your worksite during inclement weather. Occasionally, extreme weather conditions or other emergencies may make it difficult to reach the workplace. In such cases, the Organization may decide to close the school/office and will notify employees accordingly.

Dress Code and Personal Appearance

Employees are expected to dress in a manner that is appropriate for their job responsibilities and the business environment. While the Organization encourages employees to dress for their own comfort during work hours, maintaining a professional image is essential. The impression you create is important and should reflect professionalism.

Business Casual Attire

Employees working in CEN schools are expected to adhere to a business casual dress code. This includes a blend of formal and casual clothing, allowing for the option to wear jeans (without rips or patches) paired with a school shirt. Regardless of attire, a neat appearance is required.

Under no circumstances should employees wear:

- Halter tops, strapless tops, spaghetti straps, or cropped tops
- Clothing with offensive wording
- Sheer clothing that reveals undergarments
- Any clothing deemed excessively revealing

Additionally, the Organization expects employees to maintain personal hygiene and grooming while at work.

The Organization reserves the right to determine appropriate dress at all times and may require employees to change if their attire is deemed inappropriate. Non-exempt employees will not be compensated for any time not worked due to dress code violations.

Parking

Parking is provided at most Organization locations for all employees. Employees should park only in designated spaces where they are authorized to park. Any questions regarding parking should be directed to Human Resources.

Smoke-Free Workplace

The Organization is committed to providing a smoke-free environment for its employees, customers, and visitors. This policy includes vaping and e-cigarettes, which are not permitted on Organization premises.

Conflict Resolution and Complaint Procedure

Problems and misunderstandings may arise within any organization. To address these concerns, the Organization has established a complaint procedure to handle issues not covered by the Discrimination and Harassment Policy, specifically relating to workplace harassment.

To ensure effective working relations, it is important to resolve matters before they escalate. While many incidents resolve naturally, if a situation persists that you believe is detrimental to you or the Organization, follow the procedure outlined below to bring your complaint to management's attention.

Step One: Employees are advised to bring concerns directly to their supervisor/manager for discussion and resolution. If you feel a discussion with your supervisor/manager is inappropriate or do not receive a timely response, you may proceed to Step Two.

Step Two: If your issue is unresolved after discussing it with your supervisor/manager, or if you feel that discussion is inappropriate, you are encouraged to request a meeting with People Operations. People Operations will review the facts, conduct an investigation (if necessary), and may consult with your department head in an effort to resolve the problem.

Step Three: If you are dissatisfied with the decision made by your People Operations representative and wish to pursue the matter further, you may prepare a written summary of your concerns and request that the issue be reviewed by senior management. After a thorough examination of the facts, including discussions with all individuals involved and further investigation if needed, management will inform you of their decision within two weeks. This decision will be final.

It is the responsibility of employees experiencing job-related issues to utilize the established complaint procedure to prevent and correct unacceptable workplace behavior. If the Organization is unaware of an issue, it cannot address it. While adherence to the time frames outlined in this procedure is expected, any unforeseen delays should be promptly communicated to the employee.

The Organization does not tolerate any form of retaliation against employees utilizing this procedure. If you believe you are being retaliated against after filing a complaint or participating in an investigation, you must report this matter immediately to your supervisor/manager or People Operations representative.

The Organization reserves the right to impose appropriate disciplinary action for any conduct considered disruptive or inappropriate. The nature of each situation may differ, and the level of disciplinary action may vary based on factors such as the nature of the offense, repetition, the employee's work record, and the impact of the conduct on the Organization. This procedure does not prevent the Organization from taking disciplinary action against any individual, up to and including termination, in situations where such action is deemed appropriate.

Complaints involving alleged discriminatory practices shall be processed in accordance with the Organization's Discrimination and Harassment Policy, which covers all forms of discriminatory harassment based on race, color, age, national origin, religion, sex, gender identity, veteran status, disability, genetic information, pregnancy, childbirth, or related medical conditions, or any other status protected under applicable federal, state, or local law.

Bulletin Boards

Bulletin boards are strategically placed throughout the office to announce activities and provide notices on items such as safety, benefits, and government regulations. Employees are encouraged to check the bulletin board periodically and use it for business-related

announcements. Advertisements for outside businesses, clubs, churches, or other organizations are prohibited by the School's Non-Solicitation Policy.

If You Have a Question

In most cases, your supervisor/manager is the best person to assist you with any questions. Do not hesitate to reach out to them, as helping you is an important part of their responsibilities.

If you need to discuss something with someone other than your immediate supervisor/manager, you may contact other appropriate personnel, including Human Resources. The Organization is committed to responding to your inquiries, and no employee will face retaliation for asking questions.

Employee Suggestions

Employees are encouraged to offer suggestions for improving methods, systems, or customer relations. If you have a suggestion that you believe will benefit the Organization, please inform your supervisor/manager or department manager. All suggestions are welcome, as the success of the Organization relies on the collective efforts of all employees.

7. Organization Property

Organization Equipment

As representatives of the Organization, employees play a crucial role in shaping public perception. Therefore, it is essential to maintain all office equipment in the best possible condition.

When material or equipment is assigned to an employee for Organization business, it is the employee's responsibility to ensure its proper use. However, it is important to note that all equipment assigned to an employee remains the property of the Organization and may be reassigned or used by the Organization without prior notice or approval from the employee. This includes, but is not limited to, computer equipment and data stored on it, voice mail, records, and employee files.

The use of Organization equipment and property for personal activities is strictly prohibited.

Personnel File Access

The Organization maintains a personnel file for each employee, which includes information such as job applications, resumes, training records, performance appraisals, salary increases, and other employment-related documents.

Employees wishing to review their personnel file should contact Human Resources. With prior notice, as required by state or local law, employees may review their files at the Organization's offices in the presence of an appointed individual.

Employees are not permitted to add to or remove anything from their personnel file. They may take notes while reviewing their file but cannot write notes on any documents within it. Photocopying of personnel file contents is not allowed unless required by state or local law.

The Organization will restrict disclosure of personnel files to authorized individuals within the Organization. Any requests for information contained in personnel files must be directed to the Human Resources Department, which is the only entity authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited. However, the Organization will cooperate with requests from authorized law enforcement or government agencies conducting official investigations, as legally required.

Use of Organization Property

Employees are responsible for items issued to them by the Organization or in their possession or control, including but not limited to:

- Credit cards
- Work-related equipment
- Identification badges
- Keys
- Written materials (manuals, forms, marketing products)
- Database information
- Files and documents
- Computers, software, manuals, and informational resources
- Cell phones

While the Organization strives to provide the necessary resources for employees to perform their jobs, it is expected that these resources be used solely for work-related purposes. Unauthorized use, retention, or disclosure of any Organization resources or property will be considered theft, warranting disciplinary action up to and including termination, and may result in civil and/or criminal legal actions. Additionally, employees will be responsible for paying for any lost or damaged Organization property based on a fair market pricing system established by the Organization.

The Organization does not assume responsibility for personal property belonging to employees.

Personal Vehicle Use for Business Purposes

If an employee's personal vehicle is necessary for Organization business, the employee will be reimbursed in accordance with the current travel reimbursement rate, provided prior approval from management is obtained. *This does not include travel to and from work.*

Employees using their personal vehicles for Organization business must have proof of sufficient insurance and a current driver's license. The Organization will not be responsible for any losses, accidents, fines, or other liabilities that occur while an employee is driving their own vehicle for Organization business.

Employees must advise their supervisor/manager immediately if involved in an accident while on Organization business. Failure to do so may result in disciplinary action.

To protect employees and the Organization from third-party claims, all employees involved in an accident while driving for Organization business will be required to submit to a post-accident drug test. Failure to comply may also result in disciplinary action.

8. Communication and Information Systems

General Provisions

Nothing in any of the following policies is intended to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment.

Electronic Communication and Information Systems

The organization's communication and information systems comprise both traditional systems (i.e., telephone systems, including voicemail and faxes) and electronic systems (i.e., internet, email, FaceTime, and Skype), as well as the software and hardware (which may include smartphones, desktop computers, laptop computers, and tablets) by which employees access and utilize the aforementioned communication and information systems. Employees are expected to adhere to the proper use of all communication and information systems. Employees are permitted to use organizational property and must comply with organizational policies and procedures regarding its use.

Given that the communication and information systems provided by the organization are to be used exclusively for conducting the business of the organization, employees should have no expectation of privacy regarding any correspondence (whether oral or written) transmitted through the use of these systems or information processed by or contained within these systems. The organization may retain, archive, and monitor any such information and/or communications.

All content created, saved, and/or shared using the organization's traditional and electronic communication and information systems constitutes corporate correspondence and is subject to the same internal and external regulations, security, and scrutiny as any other corporate correspondence. Email communications must be composed in accordance with customary business communication practices as utilized in organizational correspondence. Email

communications are considered official internal communications and may be subject to summons in legal proceedings.

The organization's communication and information systems shall not be utilized as a forum to promote religious or political causes or any illegal activities. The transmission of sexually explicit images, messages, cartoons, or any items that may be construed as harassment or disparagement of others based on race, color, age, national origin, religion, sex, gender identity, veteran status, disability, or any other status protected under applicable federal, state, or local law is strictly prohibited on the organization's information systems.

Employees shall not attempt to gain access to another employee's personal information systems and messages. The organization, however, reserves the right to access an employee's messages at any time, without notice to the employee.

Employees must never share their personal passwords for any information systems. Any violation of these guidelines may result in disciplinary action, up to and including termination.

Email, Intranet, and Internet Usage

The organization's electronic communication and information systems (including email, internet, and intranet) facilitate increased productivity. These tools enable the collection, collaboration, and sharing of information; however, they may also lead to problems if misused. It is imperative that all employees exercise sound business judgment when utilizing these electronic information systems. Each member has a responsibility to maintain and enhance the organization's public image and to utilize email and the internet in a productive manner.

The organization's electronic information systems are to be used solely for organizational business. The organization reserves the right to review how employees utilize these business tools. Misuse, as detailed below, will result in appropriate disciplinary action, up to and including termination.

Computer and Email Usage

Hardware (including computers, laptops, tablets, and smartphones) and software (including computer files and the email system) provided to employees are organizational property intended for business use. To ensure compliance with this policy, computer and email usage may be monitored.

The organization strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Consequently, the organization prohibits the misuse of its computers and email systems. Misuse includes the display or transmission of sexually explicit images, messages, and cartoons. Other forms of misuse include, but are not limited to, ethnic slurs, racial comments, off-color jokes, or any conduct that may be construed as harassment, bullying, or discrimination.

Email may not be used to solicit others for commercial ventures, or religious or political causes. Employees should notify their immediate supervisor/manager, Human Resources, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Internet Usage

Internet access (access to global electronic information resources on the World Wide Web) is

provided by the organization to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive internet usage. While internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits. Employees are responsible for ensuring that the internet is used in an effective, ethical, and lawful manner.

All internet data that is composed, transmitted, or received via our computer communications systems is considered part of the official records of the organization and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the internet remain at all times the property of the organization. As such, the organization reserves the right to monitor internet traffic and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone based on race, age, sex, religious or political beliefs, national origin, disability, gender identity, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not obtained authorization for its use, it should not be disseminated on the internet. Employees are also responsible for ensuring that the person sending any material over the internet possesses the appropriate distribution rights.

Internet users should take necessary anti-virus precautions before downloading or copying any file from the internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the internet access provided by the organization in violation of law or organizational policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and may result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software without permission
- Sending or posting trade secrets or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet services and transmissions
- Participating in the viewing or exchange of pornography or obscene materials
- Attempting to break into the computer system of another organization or person

- Refusing to cooperate with a security investigation
- Using the internet for political causes or activities, religious activities, or any form of gambling
- Jeopardizing the security of the organization's electronic communication systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as those of the organization
- Engaging in any other illegal activities

Workplace Monitoring

Workplace monitoring may be conducted by the Organization to ensure quality control, employee safety, security, and customer satisfaction. Computers furnished to employees are the property of the Organization; as such, computer usage and files may be monitored or accessed. Employees should have no expectation of privacy concerning any correspondence, messages, or information processed or contained within the information systems. Because the Organization is sensitive to the legitimate privacy rights of employees, every effort will be made to ensure that workplace monitoring is conducted in an ethical and respectful manner.

Social Media

"Social media" is defined as any social networking site or other virtual tool by which individuals can actively engage in communication with one another that may either automatically or, with discretion, be shared with known and unknown users. Email is recognized as a social networking tool that enables access to and use of social media. Examples of social media include Facebook, LinkedIn, Twitter, blogs, chat rooms, and web bulletin boards.

The purpose of this policy is to assist employees in making responsible decisions regarding their professional and personal use of social media. It is in no way intended to interfere with, restrain, or prevent employees from engaging in honest communications regarding wages, hours, or other terms and conditions of employment.

Employees must remember that, pursuant to the Organization's communication and information systems policy, Organization-provided electronic equipment (which may include desktop computers, laptop computers, tablets, and smartphones) remains at all times the property of the Organization and may be monitored without notice. Employees do not have any privacy rights concerning content transmitted through or stored on the Organization's systems and must cooperate in such monitoring.

In accordance with this policy, the following constitutes irresponsible use of social media and may subject employees to disciplinary action:

- Intentional or inadvertent disclosures of any Organization trade secret.
- Criticism or disparagement of competitors, customers, or suppliers of the Organization.
- Disclosure of copyrighted materials or other intellectual property not owned by the employee.
- Displaying false information about the Organization, any affiliated business entity, employee, supplier, or customer.

- Expressing one's own opinion or viewpoint as that of the Organization or any affiliated business entity, employee, supplier, or customer.
- Electronic harassment, bullying, discrimination, or retaliation not permissible in the workplace.
- Using an Organization email address to register on social networking sites, blogs, or other online tools for personal use.

Employees may not use the Organization's name to endorse or promote any product, commercial enterprise, opinion, cause, or political candidate. If a post or entry identifies or mentions the Organization, employees must also identify themselves by their real names. Links to other websites or locations are also subject to this policy. This policy applies to all blogs and networking sites, regardless of whether they are accessible to the public or require a password.

Employees are personally responsible for any postings they make. The Organization is not responsible for protecting employees from the consequences of any information they post. Employees are encouraged to consider their messages carefully prior to publishing on both external and internal networking sites.

Software Usage

Software usage at the Organization must consist of legally licensed copies. Employees must not duplicate copyrighted software for any reason without written authorization from the software provider. Individuals who knowingly or unknowingly duplicate copyrighted software materials expose both themselves and the Organization to substantial penalties under the law.

The following pertains to computers that have been purchased or leased by the Organization (for example, file servers and gateways). The issue of security is paramount. All employees must be vigilant regarding the potential introduction of a virus into the Organization's business system environment.

Only software that has been purchased or developed by the Organization or public domain software certified as virus-free by the LAN administrator responsible for security at this location is authorized for use on Organization computers. The introduction or use of any other software on any Organization computer constitutes a violation of this policy.

Telephone Use

Telephones play an important role in the Organization's business operations. While telephone usage is intended for job-related activities, incidental and occasional brief personal use of the office telephone is permitted within reasonable limits. Telephone records may be subject to periodic review by management. The Organization reserves the right to access any employee's voicemail box without notice if deemed necessary for the best interests of the business.

Organization-Provided Cell Phones

Organization-provided cell phones are intended for business purposes. However, incidental and occasional brief personal use of an Organization-provided cell phone is permitted within reasonable limits. Employees are reminded that all communications via Organization-provided cell phones (including texts) may be monitored, and there should be no expectation of privacy

regarding these communications. Furthermore, as with email communications, texts must not be used to promote religious or political causes or engage in any illegal activities. The transmission of sexually explicit images, messages, cartoons, or other such items, as well as messages that may be construed as bullying, harassment, or disparagement based on race, color, age, national origin, religion, sex, gender identity, veteran status, disability, or any other status protected under applicable federal, state, or local laws, is strictly prohibited on Organization-provided mobile devices.

Use of Cell Phones and Other Electronic Devices While Driving

Employees must adhere to all federal, state, or local rules and regulations regarding the use of cell phones while driving. Accordingly, employees must not use cell phones if such conduct is prohibited by law, regulation, or ordinance. If unsure whether the use of a cell phone while driving is prohibited in a particular area, employees should consult with Human Resources for guidance.

If employees must use cell phones while in their vehicles, they should employ hands-free devices, maintain focus on the road at all times, and avoid engaging in complex or stressful conversations. While hands-free devices may not be required by law in many jurisdictions, they are considered safer than handheld devices. Other electronic devices, such as laptops, personal digital assistants, and tablets, must not be used while driving.

Employees whose job responsibilities do not specifically include driving as an essential function but who are issued a cell phone for business purposes are also expected to comply with the provisions outlined above. Under no circumstances should employees place themselves at risk to fulfill business needs.

Use of Personal Electronic Devices

The use of cell phones, smartphones, tablets, or other electronic devices during work hours, including texting, emailing, taking pictures, playing music, watching videos, playing games, and accessing the internet, can interfere with employee productivity and distract others. Incidental and occasional brief personal use of these devices during work hours is permitted within reasonable limits. However, abuse of this policy may subject employees to disciplinary action, up to and including termination.

Bring Your Own Device

Employees may have the opportunity to use their personal devices for work purposes when authorized in writing in advance by both the employee and management. Personal electronic devices include, but are not limited to, personally owned cell phones, tablets, laptops, and computers.

While at work, employees are expected to exercise the same discretion in using their personal devices as is required for the use of Organization devices. Organization policies related to harassment, discrimination, retaliation, trade secrets, confidential information, and ethics apply to the use of personal devices for work-related activities. Excessive personal calls during the workday, regardless of the device used, can interfere with productivity and distract others.

Employees are encouraged to make personal calls during non-work time whenever possible and to ensure that friends and family members are aware of the Organization's policies.

Non-exempt employees may not use their personal devices for work purposes outside of their normal work schedule without prior written authorization from management. This includes, but is not limited to, reviewing, sending, and responding to emails or text messages, as well as making or receiving calls. Employees are prohibited from using their personal devices for work purposes during periods of unpaid leave without prior authorization from management.

Employees who have not received written authorization from management and who have not provided consent in writing will not be permitted to use personal devices for work purposes.

Employees may receive an agreed-upon monthly stipend to utilize personal devices based on their position and estimated usage of the device. Should an employee obtain or currently have a plan that exceeds the monthly stipend, the Organization will not be liable for the cost difference.

To ensure the security of Organization information, authorized employees are required to install antivirus software on their personal mobile devices. Employees are prohibited from using unsecured internet sites.

Employees whose personal devices have camera, video, or recording capabilities are restricted from using those functions anywhere within the building or on Organization property at any time unless authorized in advance by management.

No employee should expect any privacy except as governed by law. The Organization reserves the right, at any time, to monitor and preserve any communications that utilize its networks, including data, voicemail, telephone logs, and internet usage, to determine proper utilization. Management retains the right to review, retain, or release both personal and Organization-related data on personal devices to government agencies or third parties during an investigation or litigation. Management may also analyze usage patterns and may choose to publicize this data to ensure that the Organization's resources are being utilized in accordance with this policy. Furthermore, no employee shall knowingly disable any network software or system identified as a monitoring tool.

All employees are expected to follow applicable state or federal laws or regulations regarding the use of cell phones or PDAs at all times.

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their phones while driving. The use of a cell phone or PDA while driving is not mandated by the Organization. Safety must take precedence over all other concerns. Under all circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call or using hands-free operations. Employees should avoid discussing complicated or emotional matters and should maintain focus on the road, especially in situations involving traffic, inclement weather, or unfamiliar areas.

Employees who are charged with traffic violations resulting from the use of their phone or PDA while driving will bear sole responsibility for all liabilities resulting from such actions.

The Organization will not be responsible for the loss or damage of personal applications or data resulting from the use of Organization applications.

Upon resignation or termination of employment, or at any time upon request, employees may be asked to produce their personal devices for inspection. All Organization data on personal devices will be removed by IT upon termination of employment.

Failure to adhere to these policies and procedures may result in disciplinary action, up to and including termination of employment.

Information Security

As an employee, you have been entrusted with one of our most valuable assets—information—and you are responsible for protecting it and ensuring it is used solely for its intended business purpose. We utilize information on a daily basis that could be advantageous to competitors and others who might misuse it.

Information appears in many forms, such as:

- Computer records
- Word processing documents
- Letters and memos
- Paper reports
- Electronic data storage
- Conversations

The classified information you use every day must be protected from disclosure to competitors and others who might misuse it. Whether you work with paper records, at a computer terminal, or spend most of your day on the phone, you are part of the Organization's information security systems.

Remember these rules when handling confidential information:

- Do not disclose to anyone outside the Organization any information related to the Organization that has not been disclosed to the public without appropriate management approval or as required by law, both during and after your employment. Do not share this information with other employees unless they have a business need to know.
- Routinely take precautions to keep confidential information from being disclosed. This includes ensuring such information is not displayed on desks or in your work area where it can be seen by unauthorized individuals. You should also avoid transmitting information via computer or by fax in ways that might make it accessible to unauthorized people.
- Require third-party recipients of restricted Organization information to keep such information confidential.
- Do not reveal Organization trade secrets or the trade secrets of a previous employer, nor accept improperly obtained proprietary information about another Organization.
- Respect the confidentiality of private information concerning our employees and proprietary information from customers, suppliers, and other third parties that comes to your attention under an understanding of confidentiality. We must respect the proprietary nature of such information and not use or disclose it without proper written authority.

Security of Organization Property

Organization property and equipment identified for specific jobs, such as computers, should be stored in a secured area with controlled access to prevent theft. Laptops and electronic devices issued by the Organization are often stolen or lost. These devices must remain in your possession at all times or be secured in a locked office or cabinet if left unattended. If you must leave your laptop or mobile device in a vehicle, lock it in the trunk and out of plain sight; never leave it overnight in a vehicle. Do not check a laptop or mobile device as baggage on any form of transportation or leave it in a hotel luggage storage area.

Every time you leave your workspace, lock your computer. Log off your computer when you leave work for the day. All employees are required to follow the established procedures for removing Organization property—whether equipment, tools, or scrap—from the workplace. If you observe anyone removing property from Organization premises without proper authorization, report it to your manager.

9. Workplace Safety

Personal Security

The Organization is committed to providing a secure environment for all employees and visitors. This requires everyone's support and cooperation, as well as a commitment to take personal responsibility for security.

Employees are expected to obey all safety rules and be cautious at work. Any unsafe conditions must be immediately reported to the appropriate supervisor or manager. Violating the Organization's safety standards may result in disciplinary action, up to and including termination. Violations include causing a hazardous situation, failing to report such situations, or neglecting to correct a problem that could have been addressed.

Workplace Searches

To safeguard the property of employees, customers, and the Organization, and to prevent the possession, sale, and use of illegal drugs on the premises, the Organization reserves the right to question employees and inspect any packages, bags, or personal belongings entering or leaving the property.

Additionally, the Organization has the right to search any employee's office, desk, files, locker, or any other area or article on its premises. It should be noted that all offices, desks, files, and lockers are the property of the Organization and are provided for employee use only during their employment. Inspections may be conducted at any time at the Organization's discretion.

Individuals who refuse to cooperate with inspections will not be allowed on the premises. Employees who refuse to cooperate or are suspected of possessing stolen property or illegal

drugs will be referred to Human Resources and may face disciplinary action, up to and including termination.

Workplace Violence and Weapons

The Organization strives to maintain a safe and productive work environment free from violence or the threat of violence. This commitment extends to employees, vendors, customers, and visitors. Threats or acts of violence against Organization property or that of others will be taken seriously and not tolerated.

Weapons are not permitted on Organization property unless required by state or local law. The term "weapon" includes guns, knives, or any implement that may inflict bodily injury.

Any person making substantial threats, exhibiting threatening behavior, or engaging in violent acts will be removed from the premises as quickly as safety permits and will remain off the premises pending investigation.

All employees must report any threats they witness, receive, or are informed of, regardless of their relationship with the individual involved. Supervisors/managers must notify Human Resources of any employee security concerns.

If an investigation substantiates policy violations, the Organization will initiate appropriate responses, which may include suspension, termination, or contacting law enforcement.

Work-Related Injuries and Illness

Employees who are injured on the job or become ill due to materials they handle must report the incident to their supervisor or manager immediately. Unsafe conditions must also be reported before proceeding to work.

If emergency medical treatment is necessary, it must be provided immediately. If it's not an emergency, the employee should see a physician or medical facility as soon as possible and inform them that the visit may be related to a pending workers' compensation claim.

The injured or ill employee must report to their supervisor or manager after medical treatment to complete a workers' compensation claim. If reporting is not possible during regular hours, the employee must contact their supervisor or Human Resources immediately at the start of their next scheduled shift.

Crisis Management Plan

The Organization is dedicated to the well-being of its employees, customers, and the communities where it operates. While preventive practices are in place, crises can still occur.

Crises are incidents that could seriously harm the Organization's employees, customers, operations, property, or reputation. They include serious injuries, natural disasters, information systems failures, explosions, product tampering, workplace violence, and chemical discharges.

In the event of a crisis, gather as much information as possible without exposing yourself or others to harm. Then contact Human Resources immediately, or your immediate supervisor/manager in their absence.

10. Michigan State Law Addendum

This section outlines state-specific policies applicable where Michigan state law requirements are more specific than or differ from the policies previously set forth. These state-specific policies apply to your place of employment. If you have any questions regarding state requirements, please contact Human Resources.

Witness Duty Leave

An employee may take reasonable, unpaid time off work to testify in court proceedings as a victim representative. A victim representative is defined as:

- (a) a guardian or custodian of a child of a deceased victim if the child is less than 18 years of age;
- (b) a parent, guardian, or custodian of a victim of an assaultive crime if the victim is less than 18 years of age; or
- (c) a person designated under this statute to act in place of a victim of an assaultive crime during the duration of the victim's physical or emotional disability.

Time Off for Victims of Domestic Violence or Sexual Assault

Victims of domestic violence or sexual assault may take reasonable, unpaid time off work to testify in court proceedings. Employees may substitute any vacation, sick, or other paid time off for the unpaid leave provided under this policy.

Crime Victims Leave

Employees who are victims of crimes are entitled to unpaid time off from work to be present at legal and court proceedings related to the crime. Employees may substitute any vacation, sick, or other time paid off for the unpaid leave provided under this policy.

