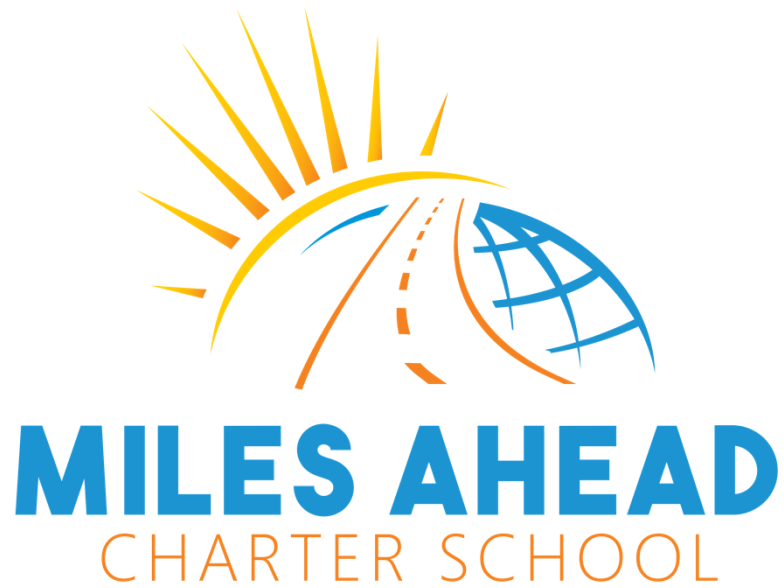




Employee Handbook

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Section 1

Introduction

1.1 Welcome to Miles Ahead Charter School

Miles Ahead Charter is a current Kindergarten through Fourth Grade, eventually a Kindergarten through Eighth Grade, school focused on student growth and academic achievement through a whole child approach to education. Our mission is to provide all students with the social and academic skills necessary to help them realize their potential for local impact and global change.

1.2 Employee Handbook

This Employee Handbook ("Handbook") is designed to summarize certain personnel policies and benefits of Miles Ahead Charter School (also identified as MACS) located in Powder Springs, Georgia and to acquaint employees with many of the rules concerning employment with MACS. This Handbook applies to all employees, and compliance with MACS policies as a condition of employment. This Handbook supersedes all previous employment policies, written and oral, expressed, and implied. MACS reserves the right to modify, rescind, delete, or add to the provisions of this Handbook from time to time in its sole and absolute discretion. This Employee Handbook is not a binding contract between MACS and its employees, nor is it intended to alter the at-will employment relationship between MACS and its employees. MACS reserves the right to interpret the policies in this Handbook and to deviate from them when, in its discretion, it determines it is appropriate.

1.3 Changes in Policy

MACS expressly reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment as described below. No oral statements or representations can in any way alter the provisions of this Handbook. Nothing in this employee handbook or in any other document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee. Any changes to your at-will employment status, described below, must be in writing and must be signed by MACS.

If you are uncertain about any policy or procedure, please check with your manager or any board member on the Human Resources committee.

1.4 Employment-At-Will

Employment with MACS is on an at-will basis, unless otherwise specified in a written employment agreement. You are free to resign at any time, for any reason, with or without notice. Similarly, MACS is free to conclude the employment relationship at any time for any lawful reason, with or without cause, and with or without notice. **At the time of separation, employees will be paid for the remaining balance of the personal leave they have earned only for the year.**

Nothing in this Handbook will limit the right of either party to terminate an at-will employment. No section of this Handbook is meant to be construed, nor should be construed, as establishing anything other than an employment-at-will relationship. This Handbook does not limit management's discretion to make personnel decisions such as reassignment, change of wages and benefits, demotion, etc. No person other than the Executive Director has the authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms. Only the Executive Director of MACS has the authority to make any such agreement, which is only binding if it is in writing and signed by the Executive Director of MACS.

Section 2

Employment Policies

2.1 Employee Classifications

MACS employees are classified in the following categories:

Exempt Employees - Employees with job assignments that meet exemption tests under state and federal law making them exempt from overtime pay requirements. Exempt employees are compensated on a salary basis.

Nonexempt Employees - Employees whose positions do not meet specific tests established by the FLSA and Georgia state law. Employees working in nonexempt jobs are entitled to be paid at least the minimum wage per hour and a premium for overtime.

Full-Time Employees - Employees who are regularly scheduled to work a schedule of 40 hours per work week.

Part-Time Employees - Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work less than 25 hours per work week.

Temporary Employees - Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project. Employment assignments in this category are of limited duration and the temporary employee can be let go before the end of the defined period. All Temporary employees are at-will.

Independent Contractor or Consultant - These individuals are not employees of MACS and are self-employed. Independent contractors or consultants are engaged to perform a task according to their own methods. Independent contractors or consultants are not entitled to benefits. These individuals are required to keep a log of their work and submit invoices in a

timely manner.

Every employee will be advised of their status at the time of hire and any change in status. Regardless of the employee's status, the employee is employed at-will and the employment relationship can be terminated by MACS or the employee at any time, with or without cause and with or without notice.

2.2 Equal Employment Opportunity & Americans with Disabilities Act

It is the policy of MACS to provide equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity, age, ancestry, physical or mental disability, genetic information, marital status, or any other classification protected by applicable local, state or federal laws. This policy prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. This policy applies to all aspects of employment, including, but not limited to, hiring, job assignment, working conditions, compensation, promotion, benefits, scheduling, training, discipline, and termination.

MACS expects all employees to support our equal employment opportunity policy, and to take all steps necessary to maintain a workplace free from unlawful discrimination and harassment and to accommodate others in line with this policy to the fullest extent required by law. For example, MACS will make reasonable accommodations for employees' observance of religious holidays and practices unless the accommodation would cause an undue hardship on school operations. If you desire a religious accommodation, you are required to make the request in writing to your manager as far in advance as possible. You are expected to strive to find co-workers or substitutes who can assist in the accommodation (e.g., trade shifts) and cooperate with MACS in seeking and evaluating alternatives.

Moreover, in compliance with the Americans with Disabilities Act (ADA), MACS provides reasonable accommodations to qualified individuals with disabilities to the fullest extent required by law. MACS may require medical certification of both the disability and the need for accommodation. Keep in mind that MACS can only seek to accommodate the known physical or mental limitations of an otherwise qualified individual. Therefore, it is your responsibility to come forward if you need an accommodation. MACS will engage in an interactive process with the employee to identify possible accommodations, if any will help the applicant or employee perform the job.

2.3 Confidentiality

In the course of employment with MACS, employees may have access to "Confidential Information" regarding MACS, which may include its students, business strategy, future plans, financial information, contracts, suppliers, personnel information, or other information that MACS considers proprietary and confidential. Maintaining the confidentiality of this information is vital to MACS's mission for student success and, ultimately, to its ability to achieve success and stability. Employees must protect this information by safeguarding it when in use, using it only for the

business of MACS and disclosing it only when authorized to do so and to those who have a legitimate need to know about it. This duty of confidentiality applies whether the employee is on or off MACS's premises, and during and even after the end of the employee's employment with MACS. This duty of confidentiality also applies to communications transmitted by MACS's electronic communications. See also Internet, Email and Computer Use policy, herein.

Additionally MACS' employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA). Grades of students should never be discussed with or made available to anyone except the student and the student's parent/guardian/caregiver or educators with a legitimate need to know as defined by FERPA. Teachers will not allow students to see the grades of other students.

2.4 Employment of Minors

The FLSA's child labor provisions, which MACS strictly adheres to, are designed to protect the educational opportunities of youth, and prohibit their employment in jobs that are detrimental to their health and safety. Generally speaking, the FLSA sets the minimum age for employment (14 years for non-agricultural jobs), restricts the hours youth under the age of 16 may work, and prohibits youth under the age of 18 from being employed in hazardous occupations. In addition, the FLSA establishes subminimum wage standards for certain employees who are less than 20 years of age, full-time students, student learners, apprentices, and workers with disabilities. Employers generally must have authorization from the U.S. Department of Labor's Wage and Hour Division (WHD) in order to pay sub-minimum wage rates.

2.5 Employment of Relatives

MACS recognizes that the employment of relatives in certain circumstances, such as when they will work in the same department, supervise, or manage the other, or have access to confidential or sensitive information regarding the other, can cause problems related to supervision, safety, security, or morale, or create conflicts of interest that materially and substantially disrupt MACS's operations. When MACS determines any of these problems will be present, it will decline to hire an individual to work in the same department as a relative. Relatives subject to this policy include father, mother, sister, brother, current spouse or domestic partner, child (natural, foster, or adopted), current mother-in-law, current father-in-law, grandparent, or grandchild.

If present employees become relatives during employment, MACS should be notified so that we may determine whether a problem involving supervision, safety, security or morale, or a conflict of interest that would materially and substantially disrupt MACS's operations exists. If the MACS determines that such a problem exists, MACS will take appropriate steps to resolve the problem, which may include reassignment of one relative (if feasible) or asking for the resignation of one of the relatives.

2.6 Personnel Records and Employee References

MACS maintains a personnel file and payroll records for each employee as required by law. Personnel files and payroll records are the property of MACS and may not be removed from MACS

premises without written authorization. Because personnel files and payroll records are confidential, access to the records is restricted. Generally, only those who have a legitimate reason to review information in an employee's file are allowed to do so. Disclosure of personnel information to outside sources will be limited. However, MACS will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Employees may contact either MACS administration or a Human Resources committee member to request a time to review their payroll records and/or personnel file. With reasonable advance notice, an employee may review his or her own records in MACS's offices during regular business hours and in the presence of an individual appointed by MACS to maintain the records. No copies of documents in your file may be made, with the exception of documents that you have previously signed. You may add your comments to any disputed item in the file.

By policy, MACS will provide only the former or present employee's dates of employment and position(s) held with MACS. Compensation information may also be verified if written authorization is provided by the employee.

2.7 Privacy

MACS is respectful of employee privacy. All employee demographic and personal information will be shared only as required in the normal course of business. Healthcare enrollment information is kept in a separate folder from other human resources forms. Workers' Compensation information is not considered private healthcare information; however, this information will be released only on a need-to-know basis.

MACS does not make or receive any private healthcare information through the course of normal work. If any employee voluntarily shares private healthcare information with a member of management, this information will be kept confidential. If applicable, MACS will set up guidelines for employees and management to follow to ensure that MACS employees conform to the requirements of the Health Insurance Portability and Accountability Act (HIPAA).

2.8 Immigration Law Compliance

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 on the date of hire and present documentation establishing identity and employment eligibility within three

business days of date of hire. Former employees who are rehired must also complete an I-9 form if they have not completed an I-9 form with MACS within the past three years, or if their previous I-9 form is no longer retained or valid. You may raise questions or complaints about immigration law compliance without fear of reprisal.

2.9 Political Neutrality

Maintenance of individual freedom and our political institutions necessitates broad scale

participation by citizens concerning the selection, nomination, and election of our public office holders. MACS will not discriminate against any employee because of identification with and support of any lawful political activity. MACS employees are entitled to their own personal political position. MACS will not discriminate against employees based on their lawful political activity engaged in outside of work. If you are engaging in political activity, however, you should always make it clear that your actions and opinions are your own and not necessarily those of MACS, and that you are not representing MACS.

Section 3

Hours of Work and Payroll Practices

3.1 Pay Periods and Paydays

Employees are paid on a bi-monthly basis. All employees will be paid on the 15th and last business day of the month. All employees are paid by check or direct deposit on the above-mentioned paydays. If the regular payday falls on a weekend or MACS holiday, employees will be paid on the last business day before the holiday and/or weekend.

3.2 Overtime

Nonexempt employees will be paid in accordance with federal and Georgia state law. All overtime work by non-exempt employees must be authorized in advance by their manager. Only hours actually worked will be used to calculate overtime pay.

3.3 Rest and Meal Periods

All rest and meal periods will be in accordance with Georgia state law.

To the extent Georgia state law does not require rest and meal breaks, nonexempt employees will be provided a 10-minute rest break for every four-hour period of work. This time is counted and paid as time worked. Nonexempt employees scheduled to work more than a five-hour period will be provided a 30-minute unpaid meal period.

3.4 Timecards

Nonexempt employees are required to keep an accurate and complete record of their attendance and hours worked. Timecards are official business records and may not be altered without the employee's supervisor's approval and may not be falsified in any way.

3.5 Payroll Deductions

Various payroll deductions are made each payday bi-monthly to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following: Federal and State Income Tax Withholding, Social Security, Medicare, State Disability Insurance & Family

Temporary Disability Insurance, and other items designated by you or required by law (including a valid court order). You can adjust your federal and state income tax withholding by completing the proper federal or state form and submitting it to Accounting or Human Resources. At the start of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) form for the prior year. This statement summarizes your income and deductions for the year.

3.6 Wage Garnishment

A garnishment is a court order requiring an employer to remit part of an employee's wages to a third party to satisfy a just debt. Once MACS receives the legal papers ordering a garnishment, we are required by law to continue making deductions from your check until we have withheld the full amount or until we receive legal papers from the court to stop the garnishment. Even if you have already paid the debt, we still need the legal papers to stop the garnishment.

3.7 Direct Deposit

All employees are encouraged, but not required, to use direct deposit and have their paychecks deposited into a bank account of an accredited participating bank or credit union.

Section 4

Standards of Conduct and Employee Performance

4.1 Anti- Harassment and Discrimination

Diversity & Inclusion Policy

MACS is dedicated to creating and maintaining an atmosphere of diversity and inclusion for all.

MACS values are important, and are only made better by gathering the experiences, knowledge, and perspectives of people from all walks of life. We celebrate differences in age, race, ethnicity, national origin, religion, physical and mental ability, sexual orientation, gender identity or expression, family and marital status, and all the various backgrounds that help shape us all.

MACS's commitment to diversity applies to hiring practices, promotions, pay and benefits, terminations, training, teambuilding, and more. Prospective employees and current employees alike are expected to treat each other, and be treated, with respect and dignity. We seek to foster an environment that promotes:

- A healthy, collaborative, and courteous atmosphere.
- Engagement from all employees that allows for more varied insights.
- Adjustability, where appropriate, to allow for an individual's personal needs.
- Initiatives from MACS and the employees that encourage growth in the community.

MACS is committed to providing a work environment free of sexual or any form of unlawful harassment or discrimination. Harassment or unlawful discrimination against individuals on the basis of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity or expression, age, ancestry, physical or mental disability, genetic information, marital status, or any other classification protected by local, state, or federal laws is illegal and prohibited by MACS policy. Such conduct by or towards any employee, contract worker, customer, vendor, or anyone else who does business with MACS will not be tolerated. Any employee or contract worker who violates this policy will be subject to disciplinary action, up to and including termination of his or her employment or engagement. To the extent a customer, vendor, or other person with whom MACS does business engages in unlawful harassment or discrimination, MACS will take appropriate corrective action.

Names/ Pronouns:

Employees have the right to be addressed by the name and pronoun that correspond to the employee's gender identity, upon request. A court-ordered name or gender change is not required. The intentional or persistent refusal to respect an employee's gender identity (for example, intentionally referring to the employee by a name or pronoun that does not correspond to the employee's gender identity) can constitute harassment and is a violation of this policy. If you are unsure what pronoun a transitioning coworker might prefer, you can politely ask your coworker how they would like to be addressed.

Prohibited Conduct:

Prohibited harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability, or any other legally protected basis if:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or engagement.
- b. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's employment or engagement; or
- c. it creates a hostile or offensive work environment.

Prohibited harassment includes (but is not limited to) unwelcome sexual advances, requests for sexual favors and lewd, vulgar, or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact. Other forms of unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters, or cartoons based on race, national origin, age, disability, marital status, or other legally protected categories. Prohibited harassment might also be transmitted using MACS's electronic communications system, or through other on-line conduct.

Complaint Procedure:

Employees or contract workers who feel that they have been harassed or discriminated against, or who witness any harassment or discrimination by an employee, contract worker, customer, vendor, or anyone else who does business with MACS, should immediately report such conduct to their supervisor or any other member of management.

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, customer, vendor, or other person who does business with this organization is exempt from the prohibitions in this policy. In response to every complaint, MACS will investigate which may involve interviewing witnesses if warranted and, if improper conduct is found, take appropriate corrective action.

To the extent that an employee or contract worker is not satisfied with MACS's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

4.2 Attendance

Punctuality and regular attendance are essential to the successful operation of MACS. If an employee is unable to report to work (or to report to work on time) for any reason, the employee must notify his or her supervisor before his or her starting time. If an employee desires to leave work for any reason during the workday, the employee must obtain the approval of his or her supervisor prior to leaving. In the event that the employee fails to call his or her supervisor or report for work for 5 consecutive workdays, the employee will be deemed to have voluntarily resigned from his or her employment with MACS and will be removed from the payroll. Excessive or patterns of absenteeism or tardiness may subject the employee to disciplinary action, up to and including termination.

The start time for all employees is 7:15am with the school day ending at 3:30pm. In the event of an after school faculty meeting, staff, and faculty will be required to stay until 4:30pm on a Tuesday afternoon to ensure content is delivered appropriately.

4.3 Discipline and Standards of Conduct

As an at-will employer, MACS may impose discipline whenever it determines it is necessary or appropriate. Discipline may take various forms, including verbal counseling, written warnings, suspension, demotion, transfer, reassignment, or termination. The discipline imposed will depend on the circumstances of each case; therefore, discipline will not necessarily be imposed in any particular sequence. Moreover, at any time MACS determines it is appropriate, an employee may be terminated immediately.

Every organization must have certain standards of conduct to guide the behavior of employees. Although there is no possible way to identify every rule of conduct, the following is an illustrative list (not intended to be comprehensive or to limit MACS's right to impose discipline for any other conduct it deems inappropriate). Keep in mind that these standards of conduct apply to all employees whenever they are on MACS property and/or conducting MACS business (on or off MACS property). Engaging in any conduct MACS deems inappropriate may result in disciplinary action, up to and including termination.

- a. Dishonesty;
- b. Falsification of MACS records;
- c. Unauthorized use or possession of property that belongs to MACS, a coworker, or of the public;
- d. Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials;
- e. Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, horseplay, practical jokes or other disorderly conduct that may endanger others or damage property;
- f. Insubordination, failure to perform assigned duties or failure to comply with MACS's health, safety or other rules;
- g. Unauthorized or careless use of MACS's materials, equipment or property;
- h. Unauthorized and/or excessive absenteeism or tardiness;
- i. Lack of teamwork, poor communication, unsatisfactory performance, unprofessional conduct, or conduct improper for the workplace;
- j. Sexual or other illegal harassment or discrimination;
- k. Unauthorized use or disclosure of MACS's confidential information;
- l. Violation of any MACS policy.

4.4 Dress Code

What we wear to work reflects the pride we have in our MACS, in what we do, and in ourselves. Although dress code requirements will vary according to job responsibilities, we ask that your appearance at all times show discretion, good taste, and appropriateness for the safe performance of your job.

MACS believes in business casual dress with Mondays reserved for MACS colors, and Fridays reserved for themed, spirit wear. MACS staff looking to wear jeans can contribute \$200 to wear jeans for the year (unless otherwise noted for an event) with those contributions going towards stocking the staff lounge with beverages and snacks.

MACS does reserve the right to ask an employee to change if attire is deemed inappropriate, revealing, or distracting towards school operations. Employees will be given a specific amount of time to change and return to school, or be given the choice to take a personal day.

4.5 Safety

MACS is committed to providing a safe workplace. Accordingly, MACS emphasizes “safety first.” It is the employee's responsibility to take steps to promote safety in the workplace and work in a safe manner. By remaining safety conscious, employees can protect themselves and their coworkers. Employees are expected to promptly report all unsafe working conditions, accidents, and injuries, regardless of how minor so that any potential hazards can be corrected.

4.6 Substance and Abuse

MACS is committed to providing its employees with a safe and productive work environment. In keeping with this commitment, it maintains a strict policy against the use of alcohol and the unlawful use of drugs in the workplace. Consequently, no employee may consume or possess alcohol, or use, possess, sell, purchase, or transfer illegal drugs at any time while on MACS's premises or while using MACS vehicles or equipment, or at any location during work time.

No employee may report to work with illegal drugs (or their metabolites) or alcohol in his or her bodily system. The only exception to this rule is that employees may engage in moderate consumption of alcohol that may be served and/or consumed as part of an authorized MACS social or business event. "Illegal drug" means any drug that is not legally obtainable or that is legally obtainable but has not been legally obtained. It includes prescription drugs not being used for prescribed purposes or by the person to whom it is prescribed or in prescribed amounts. It also includes any substance a person holds out to another as an illegal drug.

Any violation of this policy will result in disciplinary action, up to and including termination.

Any employee who feels he or she has developed an addiction to, dependence upon, or problem with alcohol or drugs, legal or illegal, is strongly encouraged to seek assistance before a violation of this policy occurs. Any employee who requests time off to participate in a rehabilitation program will be reasonably accommodated. However, employees may not avoid disciplinary action, up to and including termination, by entering a rehabilitation program after a violation of this policy is suspected or discovered.

4.7 Workplace Searches

All offices, desks, file drawers, cabinets, lockers, MACS vehicles, and other MACS equipment (including but not limited to computers, e-mail and voice mail) and facilities or any area on MACS premises are the property of MACS ("MACS Property") and are intended for business use. Employees should have no expectation of privacy with respect to MACS property and/or items stored within MACS Property or on MACS premises. Inspection may be conducted at any time, without notice, at the discretion of MACS.

In addition, when MACS deems appropriate, employees may be required to submit to searches of their personal vehicles, parcels, purses, handbags, backpacks, briefcases, lunch boxes or

any other possessions or articles brought on to MACS's premises. Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. All employees must cooperate in an inspection; failure to do so is insubordination and will result in disciplinary action, up to and including termination.

4.8 Internet, Email and Computer Use Policy

MACS uses various forms of electronic communication including, but not limited to computers, email, telephones, voicemail, instant message, text message, Internet, cell phones and smart phones (hereafter referred to as "electronic communications"). The electronic communications, including all software, databases, hardware, and digital files, remain the sole property of MACS and are to be used only for MACS business and not for personal use.

The following rules apply to all forms of electronic communications and media that are:

- (1) accessed on or from MACS premises;
- (2) accessed using MACS computer or telecommunications equipment, or via MACS-paid access methods; and/or
- (3) used in a manner which identifies MACS. The following list is not exhaustive, and MACS may implement additional rules from time to time.

- a. Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against MACS policy, or not in the best interest of MACS. Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline, up to and including termination. Employees may not install personal software on MACS computer systems.
- b. Employee's own electronic media may only be used during breaks. All other MACS policies, including MACS's no tolerance for discrimination, harassment, or retaliation in the workplace apply.
- c. All electronic information created by any employee on MACS premises or transmitted to MACS property using any means of electronic communication is the property of the MACS and remains the property of MACS. You should not assume that any electronic communications are private or confidential and should transmit personal sensitive information in other ways. Personal passwords may be used for purposes of security, but the use of a personal password does not affect MACS's ownership of the electronic information. MACS will override all personal passwords if necessary for any reason.
- d. MACS reserves the right to access and review electronic files, messages, internet use, blogs, "tweets", instant messages, text messages, email, voice mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of MACS policy or any law occurs. All such information may be used and/or disclosed to others, in accordance with business needs and the law. MACS reserves the right to keep a record of all passwords and codes used and/or may be able

to override any such password system.

- e. Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by MACS management. No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications.
- f. Employees who use devices on which information may be received and/or stored, including but not limited to cell phones, cordless phones, portable computers, fax machines, and voice mail communications are required to use these methods in strict compliance with the Confidentiality section of this Handbook. These communications tools should not be used for communicating confidential or sensitive information or any trade secrets.
- g. Access to the Internet, websites, and other types of MACS-paid computer access are to be used for MACS-related business only. Any information about Miles Ahead Charter School, its products or services, or other types of information that will appear in the electronic media about MACS must be approved before the information is placed on any electronic information resource that is accessible to others.

4.9 Social Media Policy

Miles Ahead Charter School is committed to utilizing social media to enhance its profile and reputation, to listen and respond to opinions and feedback, fundraise, and advocate for our students. We encourage employees to support our activities through their personal social networking channels while adhering to the guidelines outlined in this section.

For the purpose of this section, social media and networking refers to the use of web-based and mobile applications for social interaction and the exchange of user-generated content. Social media channels can include, but are not limited to: Facebook, Twitter, LinkedIn, YouTube, blogs, review sites, forums, online communities, and any similar online platforms. As of July 1, 2023, TikTok is not a legal form of communication for MACS. `

Employees are expected to conduct themselves in a professional manner and to respect the views and opinions of others. MACS and its employees are committed to conducting ourselves in accordance with best industry practices in social networking, to being responsible citizens and community members, to listening and responding to feedback, and to communicating in a courteous and professional manner. Behavior and content that may be deemed offensive or harassing are not permitted. The use of social media channels on MACS time for personal purposes is not allowed.

Any social media contacts, including "followers" or "friends," that are acquired through accounts (including but not limited to email addresses, blogs, Twitter, Facebook, YouTube, LinkedIn, or other social media networks) created on behalf of MACS will be the property of MACS.

Employees must not disclose private or confidential information about MACS, its employees, students, or families on social networks. Employees must respect trademarks, copyrights, intellectual property, and proprietary information. No third-party content should be published

without prior permission from the owner.

MACS maintains the right to monitor MACS-related employee activity in social networks. Violation of policy guidelines is grounds for discipline, up to and including termination.

4.10 Cell Phone Policy

The use of personal cell phones at work is discouraged because it can interfere with instruction and be disruptive to others. Therefore, employees who bring personal cell phones to work are required to keep the ringer shut off or placed on vibrate mode when they are in the office, and to keep cell phone use confined to breaks and meal periods. Conversations should be had away from areas where other students are learning. When cell phone use interferes with the satisfactory performance of an employee's duties or disturbs others, the privilege of using a personal cell phone at work may be taken away and other disciplinary action, up to and including termination, may be imposed.

MACS may provide cell phone allowances to employees in certain positions in an effort to improve efficiency and effectiveness. When cell phones are used for MACS business, employees must comply with all MACS policies governing conduct, including our policies prohibiting discrimination, harassment, and violence in the workplace. When using the cell phone in a public place, please remember to maintain the confidentiality of any private or confidential business information. As a courtesy to others, please shut cell phones off or place on vibrate mode during meetings.

Section 5

Employee Benefits and Services

5.1 General

Aside from those benefits required by state and federal regulations, Miles Ahead Charter School also offers additional benefits for its full-time employees. From time to time, benefits may be added or deleted from the benefits package. MACS reserves the right to make such changes.

This Handbook does not contain the complete terms and/or conditions of any of MACS's current benefit plans. It is intended only to provide general explanations. For information regarding employee benefits and services, employees should contact the Human Resources committee.

5.2 Group Health Insurance

Miles Ahead Charter School offers a group health plan for eligible employees. MACS's group health insurance plan is offered through Costa and Associates. For more information, refer to MACS's benefits booklet for complete details and benefits.

5.3 Flexible Spending Account (FSA)

Under Section 125 of the IRS Code, MACS has set-up a flexible spending account for employees who wish to take advantage of this provision. This plan allows employees to withhold a portion of their salary on a pre-tax basis to cover the cost of qualifying insurance premiums, out of pocket medical expenses and dependent care expenses (child and/or elder care) such as day care expenses and in-home dependent care. An amount selected by the employee is deducted on a pre-tax basis to cover these expenses. Any unused amounts in the medical and dependent care account will be forfeited after the end of the plan year.

5.4 Teacher Retirement System of Georgia (TRS)

Miles Ahead Charter School participates in the Teacher Retirement System of Georgia, the state's largest public retiree system. TRS contributions come directly from employee pay and details related to TRS questions can be found here: <https://www.trsga.com/>

5.5 Commuter Benefits

Under Section 132(f) of the IRS Code, MACS has set-up a commuter benefit program for employees who wish to take advantage of this provision. This plan allows employees to withhold a portion of their salary on a pre-tax basis to cover commuting costs via public transportation (bus or registered vanpool) or qualified parking for employees. When the employee pays part or all of the cost of public transportation via a pre-tax payroll deduction, the employee can set aside up to \$130 a month of pre-tax income.

5.6 COBRA

Under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, if you are covered under MACS's group health insurance plan(s) you are entitled to continue your coverage in the event that your employment with MACS ends. Under COBRA, MACS must offer each qualified beneficiary (the employee and any covered dependents) who would otherwise lose coverage under the plan as a result of a qualifying event an opportunity to continue their insurance coverage. A qualifying event is defined as termination of employment, a reduction in the number of hours of employment, death of covered employee, divorce or legal separation, a dependent child ceases to be dependent, eligibility of the covered employee for Medicare, or an employer's bankruptcy.

5.7 Workers' Compensation

All states have Workers' Compensation laws whose purpose is to promote the general welfare of people by providing compensation for accidental injuries or death suffered in the course of employment. These laws are designed to provide protection to workers suffering occupational disabilities through accidents arising out of, and in the course of employment. Miles Ahead Charter School carries Workers' Compensation Insurance for all employees and pays the entire cost of the insurance program. An employee who suffers an injury or illness in connection with the job is usually eligible to receive payment through the insurance MACS for lost wages. In addition to disability payments, necessary hospital, medical and surgical expenses are covered under Workers' Compensation, with payments being made directly to the hospital or physician. Workers'

Compensation benefits to injured workers also include assistance to help qualified injured employees return to suitable employment.

5.8 Social Security Benefits (FICA)

During employment, the employee and MACS both contribute funds to the Federal government to support the Social Security Program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

5.9 Unemployment Insurance

MACS pays a state and federal tax to provide employees with unemployment insurance coverage in the event they become unemployed through no fault of their own or due to circumstances described by law. This insurance is administered by applicable state agencies, who determine eligibility for benefits, the amount of benefits (if any), and duration of benefits.

Section 6

Employee Leaves of Absence and Time Off

6.1 General

While regular attendance is crucial to maintain business operations, MACS recognizes that, for a variety of reasons, employees may need time off from work. MACS has available a number of types of leaves of absence. Some are governed by law and others are discretionary. For all planned leaves, however, employees must submit a request at least 3 days in advance; in case of emergencies, employees should submit the request as soon as they become aware of the need for leave. All leaves must have the approval of MACS management. If, during a leave, an employee accepts another job, engages in other employment or consulting outside of MACS, or applies for unemployment insurance benefits, the employee may be considered to have voluntarily resigned from employment with MACS.

All requests for a leave of absence will be considered in light of their effect on MACS and its work requirements, as determined by MACS management, which reserves the right to approve or deny such requests in its sole discretion, unless otherwise required by law. For disability-related leave requests, MACS will engage in an interactive process with the employee to determine if a leave is the most appropriate accommodation. The employee must provide a certification from his, her, or their health care provider to MACS to support a leave for medical reasons. Failure to provide the required certification to MACS in a timely manner will result in delay or denial of leave. If an employee requires an extension of leave, the employee must request such extension and have it approved before the expiration of the currently approved leave.

While MACS will make a reasonable effort to return the employee to his or her former position or a comparable position following an approved leave of absence, there is no guarantee that the employee will be reinstated to his or her position, or any position, except as required by law.

6.2 Paid Time Off Days

Eligible employees (190 – 200 days) are entitled to 7 paid time off ("PTO") days per year. The Executive Director must approve all scheduled leave prior to the employee taking them. A PTO days' pay for regular full-time employees will be calculated based on the employee's base pay rate times the number of hours the employee would otherwise have worked on that day. Regular part-time employees will be paid on a pro-rata basis. All hours of unused accumulated vacation leave annually will be forfeited.

6.3 Holidays

Miles Ahead Charter School observes the following paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

MACS will provide a floating holiday each year. This day will be designated by the MACS at the beginning of each year.

If an eligible non-exempt employee works on a recognized holiday with MACS approval, he or she will receive holiday pay plus wages at his or her straight-time rate for the hours worked on the holiday.

6.4 Family and Medical Leave

Because of MACS's small size, we are not required to comply with the federal Family and Medical Leave Act ("FMLA"). However, we recognize that our employees may occasionally need to take unpaid leave to care for a new child, to care for a seriously ill family member, to handle an employee's own medical issues, or to handle issues relating to a family member's military service, possibly including caring for a family member who is injured while serving in the military.

If you anticipate that you might need time off to deal with family and medical issues, please speak with your supervisor. We will seriously consider every request on a case-by-case basis.

6.5 Workers' Compensation Leave

Any employee who is unable to work due to a work-related injury or illness and who is eligible for

Workers' Compensation benefits will be provided an unpaid leave for the period required. The first 12 weeks will be treated concurrently as a family and medical leave under the federal Family Medical Leave Act ("FMLA") for employees eligible for FMLA leave.

6.6 Bereavement Leave

In the event of a death in the immediate family, employees may have up to three working days, with pay, at their regular straight time rate or base salary, to handle family affairs and attend the funeral. "Immediate family" is defined as: father, mother, brother, sister, spouse, domestic partner, child, mother-in-law, father-in-law, grandparents and grandchildren.

6.7 Jury Duty

U.S. citizens have a civic obligation to provide jury duty service when called. Employees are entitled up to 3 working days, with pay, at their regular straight time or base salary for jury duty.

The employee must bring in the jury duty notice as soon as it is received so that appropriate arrangements can be made to cover his or her duties. Employees are required to call in or report for work whenever the judicial proceeding schedule permits.

6.8 Voting Time

Employees who are registered voters and who lack two nonwork hours at the beginning or end of their shift when polls are open to vote in any local, state, and national election may take up to two hours off work (at a time decided by the employer) without pay for this purpose. Employees should provide reasonable notice when time off is required.

At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook

Employee: _____

I acknowledge that I have been provided with a copy of the Miles Ahead Charter School (the "MACS") Employee Handbook, which contains important information on MACS's policies, procedures, and benefits, including the policies on Anti-Harassment/Discrimination, Substance Use and Abuse and Confidentiality. I understand that I am responsible for familiarizing myself with the policies in this handbook and agree to comply with all rules applicable to me.

I understand and agree that the policies described in the handbook are intended as a guide only and do not constitute a contract of employment. I specifically understand and agree that the employment relationship between MACS and me is at-will and can be terminated by MACS or me at any time, with or without cause or notice. Furthermore, MACS has the right to modify or alter my position or impose any form of discipline it deems appropriate at any time. Nothing in this handbook is intended to modify MACS's policy of at-will employment. The at-will employment relationship may not be modified except by a specific written agreement signed by me and an authorized representative of MACS. This is the entire agreement between MACS and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded.

I understand that MACS reserves the right to make changes to its policies, procedures, or benefits at any time at its discretion. However, the at-will employment agreement can be modified only in the manner specified above. I further understand that MACS reserves the right to interpret its policies or to vary its procedures as it deems necessary or appropriate.

I have received MACS Employee Handbook. I have read (or will read) and agree to abide by the policies and procedures contained in the Handbook.

By: _____ Date: _____

Employee

By: _____ Date: _____

Supervisor