



EMPLOYEE HANDBOOK

Updated August 2025

Foreword

Cristo Rey Jesuit High School (“Cristo Rey Jesuit” or the “School”) opened its doors in 2007 and quickly established itself as a premier, college preparatory high school for Baltimore City’s students. Our caring environment and culture of high expectations has propelled our students forward, providing the opportunity to access a variety of post-secondary opportunities with the goal of leading them to a prosperous future.

Our mission is bold, and we have never wavered from our collective belief that our students are the future leaders of Baltimore, Maryland, and our nation. It is through their hard work and the talents of our faculty and staff that we are able to guide our students forward to reach their future goals.

It is my hope that this handbook will serve as a valuable resource for you in your journey with Cristo Rey Jesuit. Specifically, this handbook establishes policies, procedures, benefits, and working conditions that apply to all Cristo Rey Jesuit employees. Nothing in this handbook is intended to create or imply an employment contract. We ask that employees read this handbook carefully, become familiar with the School and its policies, and refer to the handbook whenever questions arise.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. Some of the topics treated herein, such as medical and dental coverage, are explained in detail in their official plan documents. Therefore, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Business Office or refer to the plan documents.

The policies and procedures outlined in this handbook will be administered at the discretion of Cristo Rey Jesuit. Cristo Rey Jesuit reserves the right to deviate from the policies, procedures, benefits, and working conditions described in this handbook. Furthermore, the School reserves the right to withdraw or change the policies, procedures, benefits, and working conditions described in this handbook at any time, for any reason, and without prior notice.

This handbook supersedes all prior handbooks. The School will make every effort to notify employees when an official change in policy or procedure has been made but employees are responsible for maintaining up-to-date knowledge about School policies, procedures, benefits, and working conditions.

No provision in this employee handbook can be waived without written permission from the School’s President, or designee. Such a waiver, if granted, applies only to the employee for whom the waiver was granted at the time of the waiver.

Please review the policies, procedures, working conditions, and benefits described in this handbook. You will be asked to affirm that you have read, understand, agree to abide by, and acknowledge your receipt of this employee handbook.

Thank you for contributing your talents, skills, and efforts to making Cristo Rey Jesuit a success.

Sincerely,
Walter Reap, President

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If an employee is summoned for jury duty, they will be granted a leave of absence with pay for up to two days, provided they notify their supervisor or manager and submit a copy of the original summons for jury duty. For jury duty lasting beyond two days, the employee may use available Paid Time Off (PTO) to cover the additional time away. Cristo Rey Jesuit reserves the right to request that the employee seek an excuse from or postponement of jury service if their absence would create a hardship for the School.	38
Any fees received for jury duty, including travel fees, may be retained by the employee. Employees are expected to report to work on any day, or portion thereof, not actually spent in the performance of jury duty. For each week of jury duty, a certificate of jury service must be certified by the Court and filed with Cristo Rey Jesuit no later than Wednesday of the following week.	38
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Employment

Mission

Cristo Rey Jesuit High School empowers Baltimore youth to succeed in college, career, and life. We provide access and opportunity to students of religious, racial, and ethnic diversity to excel through rigorous academics, a corporate internship program, extracurricular activities, and faith formation. We transform lives in the Catholic, Jesuit tradition of faith, justice, and reconciliation.

Core Values

On the most basic level, regardless of the specific tasks or functions of a particular job, each Cristo Rey Jesuit employee is responsible for furthering the School's stated mission.

Cristo Rey Jesuit seeks to attract, develop, and retain high quality employees who are committed to the following core values:

- Act with Integrity
- Provide High Quality Learning Experiences
- Embrace a Growth Mindset
- Be a Great Teammate
- Results-Driven Decision Making

Open Door Policy

Cristo Rey Jesuit encourages the open discussion of ideas and concerns. If you have an issue or concern, in most cases your first step should be to discuss your thoughts with your supervisor. (Concerns about discrimination or harassment may be directed to any manager, the Vice President of Finance and Operations, or the President). Be as frank, open, and specific as possible. If, after discussing a concern with your supervisor, you feel that he/she is being unresponsive or that your issue was not resolved appropriately, you should speak with the President of Cristo Rey Jesuit.

Equal Employment

It is the established policy of Cristo Rey Jesuit to provide equal employment opportunities to all qualified persons and to administer all aspects and conditions of employment without regard to race (including hair texture, afro hairstyles and protective hairstyles such as braids, twists, and locks), religion, color, sex, gender, gender identity or expression, sexual orientation, pregnancy, age, national origin, citizenship and/or immigration status, physical or mental disability, military or veteran status, genetic information (including family medical history), marital status, or any other protected classification in accordance with applicable federal, state, and local laws. Cristo Rey Jesuit takes seriously allegations of discrimination, intimidation, harassment, and retaliation, and will promptly conduct an investigation and take appropriate corrective action when warranted.

Cristo Rey Jesuit's commitment to equal employment opportunity extends, without limitation, to employment, training, promotion, demotion, transfer, leaves of absence, and termination.

Cristo Rey Jesuit will provide reasonable accommodations on the basis of disability and religion as outlined in this handbook.

The designated Title IX Coordinator is Mr. Walter Reap, President, Cristo Rey Jesuit High School, 420 South Chester Street, Baltimore, MD 21239, Tel: 410-727-3255, wreap@crstoreybalt.org. The designated Section 504 Coordinator is Ms. Leigh Profit, Vice President of Finance and Operations, Cristo Rey Jesuit High School, South Chester Street, Baltimore, MD 21239, Tel: 410-727-3255, lprofit@crstoreybalt.org.

Background Checks

Cristo Rey Jesuit may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation, criminal record checks, and motor vehicle and credit checks.

All new employees are required, by state law, to undergo a criminal background check before they begin employment, including a sexual misconduct background check.

Employment Philosophy

Cristo Rey Jesuit provides a unique opportunity for employment. Our work is impelled in a special way by the tradition of the Catholic Church and the Society of Jesus.

Consequently, Cristo Rey Jesuit is committed to diversity, open and honest hiring practices, justice in compensation and benefits, treating each person with respect and dignity, peaceful resolution of conflict in the workplace, appropriately assisting in each person's growth and spiritual development, and acting as a just steward of the resources entrusted to it.

Employment Eligibility Verification

All employees are required to complete Section 1 of Form I-9 on their first day of employment, and produce, within three business days, acceptable proof of their identity and eligibility to work in the United States. Failure to produce the proper identifying documents within three days will result in termination.

Employment At-Will Notice

Non-contractual employees are not hired for any definite or specified period of time even though employee wages are paid regularly. Non-contractual employees are at-will with Cristo Rey Jesuit and their employment can be terminated at any time, with or without cause and with or without prior notice. There have been no implied or verbal agreements or promises to an employee that they will be discharged only under certain circumstances or after certain procedures are followed. There is no implied employment contract created by this handbook or any other Cristo Rey Jesuit document or written or verbal statement or policy. In the event of a conflict between an employment agreement and this handbook, the employment agreement will apply.

Introductory Period

The employee's first ninety (90) days of employment with Cristo Rey Jesuit are considered an introductory period. This introductory period will be a time for getting to know fellow employees,

managers, and the tasks involved in the position. The supervisor or manager will work closely with each employee to help them understand the needs and processes of their job.

This introductory period is a try-out time for the employee and Cristo Rey Jesuit. During this introductory period, the School will evaluate employees' suitability for employment, and employees can evaluate Cristo Rey Jesuit as well.

At the end of the introductory period, the supervisor or manager will discuss each employee's job performance with them. During the discussion, employees are encouraged to provide their feedback and ideas as well.

Please understand that successful completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it mean that an employee be discharged only for cause. Please also understand that completion of the introductory period does not imply that employees now have a contract of employment with Cristo Rey Jesuit. Completion of the introductory period does not alter the at-will employment relationship.

A former employee who has been re-hired after a separation from Cristo Rey Jesuit of more than one year is considered an introductory employee during his/ her first ninety (90) days following re-hire.

Anniversary Date

The employee's date of hire is his or her official employment anniversary date.

Outside Activities

In keeping with Cristo Rey Jesuit's mission, it is vital to consistently maintain the highest ethical standards. Employees must not engage in activities that conflict with the interests of Cristo Rey Jesuit, which create even the appearance of impropriety, or which impede their job performance at Cristo Rey Jesuit. Such activities include, but are not limited to, the improper payment or receipt of gifts, employment outside Cristo Rey Jesuit that conflicts with Cristo Rey Jesuit's mission or negatively affects job performance, and the disclosure of confidential information without proper authorization or for private advantage.

Employees may engage in outside employment or personal educational activities during non-working hours, provided that such activities do not interfere with their job performance or constitute a conflict of interest. Before accepting outside employment, employees must notify their supervisor or manager. If the position constitutes a conflict of interest or interferes with the employee's job, at any time, employees may be required to curtail or terminate such activity.

Conflict of Interest

Cristo Rey Jesuit is judged by the collective and individual performance of its leadership and employees. Cristo Rey Jesuit has a particular interest in preserving its reputation and the reputation of its employees for the utmost honesty and integrity. Thus, Cristo Rey Jesuit holds itself and its employees to the highest standards of lawful and ethical conduct.

Therefore, employees must be very careful that their relationship with clients or vendors or other activities do not subject themselves or Cristo Rey Jesuit to question or undue criticism. Employees must refrain from engaging in any activity that could be in conflict with their status as a Cristo Rey Jesuit employee. This includes the use of an employee's position with Cristo Rey Jesuit for personal profit, advantage or entering into transactions or relationships where it may appear that an employee has a conflict of interest, are improperly benefiting from an affiliation with Cristo Rey Jesuit, or are violating laws governing fiduciary relationships. Good judgment and common sense are to supplement these provisions to avoid even the appearance of impropriety.

All employees are expected to maintain appropriate professional boundaries in their relationships with students, parents, colleagues, and other members of the community and exercise professional discretion when sharing personal information.

If an employee has questions about the propriety of a transaction or activity, they should seek guidance from their supervisor or manager. If necessary, employees should seek written approval.

Whistleblower Policy

Cristo Rey Jesuit High School requires board members, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the School, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. This Whistleblower Policy is intended to encourage and enable employees, volunteers, and others to raise serious concerns internally. It is the responsibility of all board members, officers, employees, and volunteers to report concerns about violations of Cristo Rey Jesuit's code of ethics or suspected violations of law or regulations that govern the School's operations. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation's findings.

It is contrary to the values of Cristo Rey Jesuit for anyone to retaliate against any board member, officer, employee, or volunteer who in good faith reports a suspected ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the School. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. Filing a complaint in bad faith, with knowledge of its falsity, also is a serious disciplinary offense.

Cristo Rey Jesuit has an open door policy and suggests that employees share their questions, concerns, suggestions, and complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Vice President of Finance and Operations or the President. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Vice President of Finance and Operations. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Vice President of Finance and Operations.

The Vice President of Finance and Operations is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Vice President of Finance and Operations will advise the President and/or the Board of Trustees of all complaints and their resolution and will report at least annually to the Chair of the Finance Committee on compliance activity relating to accounting or alleged financial improprieties. The Vice President of Finance and Operations shall

immediately notify the Finance Committee of any concerns or complaint regarding accounting practices, internal controls or auditing and work with the committee until the matter is resolved. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

General Conduct Guidelines

Orderly and efficient operation of the School requires that employees maintain proper standards of conduct and observe certain procedures. These guidelines are provided for informational purposes only and are not intended to be all-inclusive. Nothing here is intended or will be construed to change or replace, in any manner, the “at-will” employment relationship between the School and the employee. The School views the following as inappropriate behavior during School hours, on School premises, or at any School-related or sponsored activity that may result in disciplinary action up to and including termination:

1. Failure to follow the policies outlined in this handbook.
2. Negligence, carelessness, or inconsiderate treatment of School donors, corporate sponsors, or students and/or their matters/files.
3. Theft, misappropriation or unauthorized possession or use of property, documents, records or funds belonging to the School, or any donor, corporate sponsor, student, or employee; removal of same from School premises without authorization.
4. Divulging trade secrets or other confidential business information to any unauthorized person(s).
5. Obtaining confidential information pertaining to donors, corporate sponsors, students, or employees without authorization.
6. Changing or falsifying client records, School records, personnel or pay records, including time sheets, without authorization.
7. Willfully or carelessly damaging, defacing or mishandling property of donors, corporate sponsors, students, the School or other employees.
8. Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information, or to obtain a position. Acceptance of any gratuities or gifts must be reported to a supervisor or manager.
9. Entering School premises without authorization.
10. Willfully or carelessly violating security, safety, or fire prevention equipment or regulations.
11. Unauthorized use of a personal vehicle for School business.
12. Conduct that is illegal under federal, state, or local law.
13. Creating a disturbance.
14. Use of abusive language.
15. Any rude, discourteous, or unprofessional behavior that adversely affects the School’s services, operations, property, reputation, or goodwill in the community or interferes with work.
16. Insubordination or refusing to follow instructions from a supervisor or manager; refusal or unwillingness to accept a job assignment or to perform job requirements.
17. Failure to observe scheduled work hours, failure to contact a supervisor or manager in the event of illness or any absence within 30 minutes of the scheduled start of work; failure to report to work when scheduled; abuse of sick leave or any other leave of absence.
18. Leaving the office during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
19. Sleeping on the job.
20. Recording time for another employee or having time recorded to or by another employee.

21. Unauthorized use, sale, possession or distribution drugs under state, federal or local laws, (including excessive quantities of prescription or over-the-counter drugs), unauthorized use or possession of intoxicating beverages, or being under the influence of intoxicants or drugs.
22. Possession of a weapon.
23. Illegal gambling.
24. Soliciting, collecting money, vending, and posting or distributing bills or pamphlets during working hours in work areas.
25. Falsification of one's employment application, medical or employment history.

Sexual and Other Unlawful Harassment

Sexual harassment and other unlawful harassment are prohibited behavior and against Cristo Rey Jesuit policy. Cristo Rey Jesuit is committed to providing a work environment free of inappropriate and disrespectful behavior, intimidation, communications, and other conduct directed at an individual because of his or her sex, including conduct that may be defined as sexual harassment.

Applicable federal and state law defines sexual harassment as conduct on the basis of sex that satisfies one or more of the following:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is explicitly or implicitly made a term or condition of employment, is used as the basis for employment decisions, or has the purpose or effect of unreasonably interfering with an individual's work performance or creating a work environment that a reasonable person would perceive as intimidating, hostile, abusive, or offensive, based on the totality of the circumstances.
- A Cristo Rey Jesuit employee conditioning the provision of an aid, benefit or service of the School on an individual's participation in unwanted sexual conduct (Title IX Sexual Harassment);
- Unwelcome conduct that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School's programs or activities, including employment (Title IX Sexual Harassment);
- Unwelcome conduct that, under the totality of the circumstances, unreasonably creates a working environment that a reasonable person would perceive to be abusive or hostile (Maryland Sexual Harassment); or
- Sexual assault, dating violence, domestic violence, or stalking (Title IX Sexual Harassment).

For conduct meeting the definition of sexual harassment within the jurisdiction of Title IX, the Title IX Sexual Harassment Grievance Procedures shall apply in place of the foregoing process.

Other Types of Harassment

In addition to prohibiting sexual harassment, Cristo Rey forbids unwelcome and offensive verbal or physical conduct that denigrates or shows hostility or aversion toward an employee or applicant because of his or her race (including hair texture, afro hairstyles, and protective hairstyles, such as braids, twists, and locks), color, gender, national origin, religion, age, physical or mental disability or other status protected by applicable law that:

- a) has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- b) has the purpose or effect of unreasonably interfering with an individual's work performance;
- c) creates a working environment that a reasonable person would perceive to be abusive or hostile, based on the totality of the circumstances; or
- d) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, gender, national origin, religion, age, handicap or disability. Harassing conduct also includes unwelcome and offensive conduct based on a protected class when submission to the conduct is made either explicitly or implicitly a term or condition of employment or submission to or rejection of the conduct is used as a basis for employment decisions affecting the individual.

Retaliation

It is against Cristo Rey Jesuit policy and unlawful to retaliate in any way against anyone who has lodged a harassment complaint, has expressed a concern about harassment, including sexual harassment, or has cooperated in a harassment investigation. Therefore, the initiation of a complaint, in good faith, shall not under any circumstances be grounds for disciplinary action. However, individuals who make complaints that are demonstrated to be intentionally false may be subject to disciplinary action, up to and including termination.

Enforcement

All managers and supervisors are responsible for:

- Implementing Cristo Rey Jesuit policy on harassment, which includes, but is not limited to, sexual harassment and retaliation;
- Ensuring that all employees they supervise have knowledge of and understand Cristo Rey Jesuit policy;
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policy; and
- Conducting themselves in a manner consistent with the policy.

Harassment Complaint Procedure

Cristo Rey Jesuit's complaint procedure provides for supportive measures offered to the involved parties as appropriate; immediate, thorough and objective investigation of any claim of unlawful or prohibited harassment; fair and equitable procedures for determining responsibility for alleged violations; appropriate disciplinary action against one found to have engaged in prohibited harassment; and appropriate remedies for any victim of harassment.

Any employee who has been subjected to the conduct prohibited under this policy, or who has knowledge of such conduct, should report this information to his/her manager or any other manager

with Cristo Rey Jesuit, to the Vice President of Finance and Operations or the President as soon as possible. All employees are required to report possible harassment of a student to the Principal or the President immediately.

All reported incidents of prohibited harassment will be promptly investigated. When the investigation is complete, a determination regarding the reported harassment will be made and communicated to the complainant and the respondent. During the investigation, confidentiality will be preserved to the fullest extent possible without compromising Cristo Rey Jesuit's ability to conduct a good faith and thorough investigation.

If Cristo Rey Jesuit determines that prohibited harassment has occurred, the school will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

Cristo Rey Jesuit recognizes that actions that were not intended to be offensive may be taken as such. An employee who believes that he or she has been subjected to harassment by anyone is encouraged, but not required, to promptly tell the person that the conduct is unwelcome and ask the person to immediately stop the conduct. A person who receives such a request must summarily comply with it and must not retaliate against the employee for rejecting the conduct. Cristo Rey Jesuit encourages, but does not require, individuals to take this step before utilizing the above Complaint Procedure.

Abusive Conduct

Abusive conduct means malicious conduct of an employer or employee in the workplace that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act will generally not constitute abusive conduct, unless especially severe and egregious.

The School considers abusive conduct in the workplace unacceptable and will not tolerate it under any circumstances. Employees should report any abusive conduct to a supervisor or manager with whom employees are comfortable speaking. Supervisors and managers are to assume the responsibility to ensure employees are not subjected to abusive conduct. All complaints will be treated seriously and investigated promptly. During the investigation process, the School will attempt to maintain confidentiality to the fullest extent possible.

It is a violation of School policy to retaliate or otherwise victimize an employee who makes a complaint or a witness who serves in the investigation of the abusive conduct allegation.

Complaint Procedure

Cristo Rey Jesuit subscribes to the open-door policy. Employees may bring a complaint to their supervisor or manager for resolution. When matters cannot be handled on an informal basis, Cristo Rey Jesuit has established a formal procedure for a fair review of any work-related controversy, dispute, or misunderstanding other than allegations of discrimination and harassment, which are handled in accordance with a separate policy. A complaint may be brought by one or more employees concerning

any work-related problem where the complaint has not been satisfactorily resolved in an informal manner.

Step 1

The complaint must be submitted in writing to a supervisor, manager, or designee within three (3) working days of the incident. A written request for a meeting must be submitted simultaneously. Generally, a meeting will be held within three (3) working days of the employee's request depending upon scheduling availability. Witnesses will be allowed as necessary. If the problem is not resolved during this meeting, the supervisor, manager, or designee will give the employee a written resolution within three (3) working days. If the employee is not satisfied, the employee may proceed to Step 2.

Step 2

If the employee is not satisfied after Step 1, the employee may submit a written request for review of the complaint and Step 2 solution to the Vice President of Finance and Operations or his/ her designee. Such a request must be made within three (3) working days following the receipt of the Step 1 resolution. The Vice President of Finance and Operations or appointed representative will review the complaint and proposed solution and may call a further meeting to explore the problem. This meeting is to be attended by the employee concerned, the employee's supervisor or manager, and any other employee of Cristo Rey Jesuit whom the aggrieved employee chooses. The Vice President of Finance and Operations or appointed representative will render the final decision within ten (10) working days after receiving the Step 2 request, assuming scheduling availability. The decision will be given to the employee in writing.

Political Activity Policy

Cristo Rey employees are free to engage in political activity off-campus and off-duty as individuals, provided they do not use the School's name or resources in furtherance of such activities. Employees engaging in personal political activity should make clear that their actions and views are not on behalf of Cristo Rey and do not represent the School's views. Employees should also be mindful of their duties as employees and role models in a Catholic community of faith and learning. Taking positions or expressing opinions contrary to the teachings of the Catholic Church and the School's values and mission may prevent an employee from being successful in their role or continuing in employment.

Employment of Family Members

The School does not have a general prohibition against hiring relatives. However, an employee will generally not be hired, transferred, or promoted into a position where they will be managed, directly or indirectly, by a family member or romantic partner. Other factors may also be considered when hiring a relative or romantic partner of a current employee, placing them in a particular position, or creating reporting relationships. The School may change their employment status or reporting relationship at any time for any reason, including to avoid the appearance of favoritism or other conflict of interest.

Suspicion of Child Abuse: Reporting Protocols for All Employees

Title 5, Subtitle 7 of the Family Law Article, entitled "Child Abuse and Neglect," of the Annotated Code of Maryland requires persons who have reason to believe that a child has been subjected to abuse or

neglect, report that belief to the local department of social services or the appropriate law enforcement agency. This law pertains to employees of public, parochial, and private educational facilities.

- All faculty and staff are mandatory reporters. Faculty and staff must report all cases of suspected child abuse/neglect to the Principal. This refers to suspicion of abuse at the School, as well as to suspicion that a student might have been abused or neglected outside of school.
- The Principal will work with the reporting faculty or staff person and the President to report this information to Child Protective Services of Baltimore City at 410-361-2235.
- The faculty or staff member who received the information will complete the Cristo Rey Jesuit High School Child Abuse Reporting Form and submit it to the Principal. (Forms are available in the office of the School Counselor.)
- The Principal will provide a copy of the written report, which will be filed with the School Counselor.
- The Principal will cooperate fully with the caseworker from Baltimore City, Department of Family Services and the investigating officers of the Baltimore City Police.
- All faculty and staff will read, and formally verify in writing that they substantially understand and will comply with the “Policy and Procedures for the Protection of Youth.” This policy is set out in another document.

Employment Verification and References

All questions and requests for references and verification of employment regarding a current or former employee of Cristo Rey Jesuit should be referred to the Business Office. Without written authorization, the Business Office will only confirm that an individual was employed by Cristo Rey Jesuit, his/her job title, and the corresponding dates of employment. Once written authorization from a current or former employee has been received, the Business Office will alert supervisors that references may be given.

All information supplied by applicants or current employees as part of the recruiting and interviewing process, including information on the employment application and resume, must be correct, truthful, and complete. Providing incorrect or misleading information may result in denial of employment or corrective action up to and including termination.

Distribution and Solicitation

In the interest of maintaining an efficient, productive work environment, Cristo Rey Jesuit limits the solicitation of employees and the distribution of non-school materials during working hours. Solicitation includes, but is not limited to, the buying and selling of goods and the seeking of contributions, signatures, or memberships in organizations.

Posted materials are not permitted in elevators, hallways, restrooms, or Healy Hall. Employees may send one email to CRALL regarding a cause for which they would like support.

Employee solicitation of other individuals associated with the School, including board members and students, is prohibited.

Non-employees are strictly prohibited from distributing materials or engaging in solicitation for any purpose at any time on Cristo Rey Jesuit's premises.

Nothing in this Section is intended to restrict employees' rights under the National Labor Relations Act and its accompanying regulations.

Employee Categories

Contractual Employees

Contractual employees are those employees who have a contract with Cristo Rey Jesuit to provide teaching or instructional support services to our students. Contracts are generally renewable on an annual basis in February and specify certain terms and conditions of employment. Contractual employees may be full- or part-time. All contractual employees hold jobs that are intimately tied to the academic calendar and are allowed time-off consistent with the preparation and successful execution of the academic year. All contractual employees are "exempt" employees because of their teaching responsibilities

Non-Contractual Employees

All other employees, whether full-time, part-time, temporary, exempt, or non-exempt, are non-contractual employees. All non-contractual employees are employees at will, meaning that their employment relationship with Cristo Rey Jesuit may be terminated at any time, for any reason, with or without prior notice. All non-contractual employees are expected to work throughout the entire calendar year unless a different expectation is specifically stipulated in writing on the employee's job description.

Non-Exempt

Employees whose positions do not meet Fair Labor Standards Act and Maryland salary exemption tests are non-exempt and are paid 1.5 times their regular rate of pay for hours worked in excess of 40 hours in a workweek.

Part-Time

Part-time at Cristo Rey Jesuit is defined as being regularly scheduled to work less than 30 hours per week. This definition is tied to benefit eligibility. Employees who work less than 30 hours per week are not eligible for employer-sponsored benefits.

Temporary

A temporary employee is hired for a specified project or timeframe. Temporary employees are not eligible for any benefits.

Personnel Record

Everyone's personnel record, maintained by the Business Office, contains information such as education, work history, pay history, and performance evaluations. It is important to keep this record updated, making sure to notify the Business Office any time there is a change in:

- Name
- Address
- Home phone number
- Person to contact in case of emergency
- Tax withholdings or exemptions
- Marital status
- Beneficiaries or dependents
- Your employment contract (if you are a contractual employee)

An employee must inform the Business Office within a month of having completed external training that strengthens or adds to job qualifications.

If an employee would like to review their personnel file, they should submit a written request for an appointment through the Business Office. A School representative will be present during the file review. Personnel files are confidential, and information is released only on a need-to-know basis.

On the Job

Confidentiality

There shall be no disclosure of any confidential information, student records, or trade secrets to anyone outside the school without the appropriate authorization. Confidential information may include internal reports, policies, procedures, and other internal business-related communications. Trade secrets may include information regarding the development of systems, processes, products, design, instrument, formulas, and technology. In addition, always respect financial disclosure laws and third-party intellectual property.

When any inquiry is made regarding an employee or any former employee, the inquiry must be forwarded to the Business Office. Other inquiries should be forwarded to one's supervisor or manager.

Confidential information shall be disclosed and/ or discussed only on a "need to know" basis. Conversation of a confidential nature must never be held within earshot of others.

Appearance and Dress Code

How one looks and acts has a powerful impact on relationships with students and co-workers. Students look to adults in their school as examples of how to dress and act in the business world. So, it is important to model professionalism and respect for others with a neat, well-groomed appearance and appropriate business casual attire.

From the first date the students arrive until the end of the school year

Attire will be "business casual" - defined as clean and neat and appropriate for the type of work performed. As a rule of thumb, cut-offs, sweat suits, baggy style pants, flip flops and clothes that are otherwise revealing are not acceptable.

Exceptions for Jeans – Jeans may be worn on Friday year-round. Jeans with holes or slits are not appropriate and should not be worn.

From graduation until students arrive back on campus

Attire will be "business casual" as described above, however supervisors may further relax dress protocols as appropriate for their work environments.

- Exceptions for Specific Meetings/Events – Anytime scheduled meetings or other work commitments involve the general public, outside business representatives, or members of the Board of Trustees good judgment in choice of attire is expected. This will normally mean wearing business dress attire for that day.

Special Issues

Nothing in the School's dress code policy is intended to abridge rights at law relating to non-discrimination or hinder the advancement of diversity at the School. Significant flexibility in freedom of choice will be shown in relation to religious or ethnic attire.

Nothing in the dress code policy is intended to regulate individual choices such as beards, jewelry, and hairstyles. Job-related safety when operating potentially dangerous machinery with moving parts or jobs with public health considerations such as serving or cooking food may nevertheless require some personal adjustments.

Attendance/Tardiness

Employee attendance is a major concern of Cristo Rey Jesuit. Unsatisfactory attendance including unauthorized lateness or leaving work early is unacceptable performance. Employees will be evaluated in their performance appraisal in the categories of attendance and punctuality.

If an employee is ill, injured, or an unexpected emergency arises which prevents them from coming to work, the employee must notify their supervisor or manager no later than 30 minutes before the start of their scheduled workday. If an employee's supervisor, manager or designee is not available, the employee should contact a member of management. If an employee is physically unable to contact Cristo Rey Jesuit, they should direct another person to make the contact on their behalf. Leaving a message with a fellow staff employee or with the answering service is not considered proper notification.

When an employee calls in absent, they are to advise Cristo Rey Jesuit of their expected date of return. Management reserves the right to require proof of illness, injury, or accident, including a doctor's statement or notice for any temporary disability.

Repeated absences, excessive absences (excused or unexcused), or a pattern of unauthorized absences are unacceptable job performance. If an employee is absent for three consecutive days and has not provided proper notification, they may be treated as having voluntarily abandoned their position and terminated employment with Cristo Rey Jesuit.

If an employee becomes ill at work, they should notify their supervisor or manager immediately. If an employee is unable to perform their job tasks, they may be sent home for the remainder of the day or until they are able to work again.

Employees shall be at their workstation ready to begin work at the start of their scheduled work time or resumption of work duties. If employees are not prepared, they will be considered tardy. Excessive tardiness, whether excused or unexcused, constitutes unacceptable work performance.

Employees should notify the School of all foreseeable absences as far in advance as possible. This includes vacations and time off for other reasons. If a medical appointment must be scheduled during the workday, it should be scheduled as early in the morning or as late in the afternoon as possible.

Off-the-Clock Work

Non-exempt employees must accurately record all time worked, regardless of when and where the work is performed. Off-the-clock work (engaging in work assignments or duties that are not reported as time worked) is prohibited. No member of management may request, require, or authorize non-exempt employees to perform work without compensation. This includes checking email on personal devices

after work hours. Any possible violations should be reported promptly to a supervisor or member of management. Failure to record all time worked is grounds for discipline up to and including termination.

Meal Periods

Non-exempt employees are entitled to take a non-compensated meal period each workday of 1 hour. The employee's immediate supervisor must approve any variation in the normal schedule in advance. No work should be performed during such breaks.

Accommodation for Lactating Mothers

Employees have a legal right to request a lactation accommodation pursuant to the Baltimore City Lactation Accommodation in the Workplace Ordinance (the "Ordinance").

The School will provide a reasonable amount of break time to accommodate employees desiring to express breast milk, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time may be unpaid, subject to applicable law. The School may not be able to provide additional break time if doing so would seriously disrupt the School's operations, subject to applicable law. Please consult the Vice President of Finance and Operations with questions regarding this policy.

The School will provide the use of a room or location within close proximity to the employee's work area, as defined by applicable law, other than a bathroom or closet, to express breast milk in private. This location may be the employee's private office, if applicable. Where in close proximity to the employee's work area, the School has designated the room located in the rear of the College and Career Resource Center for this purpose. A small refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering. Additional rules for use of the room and refrigerator storage are posted in the room.

Employees should advise management if they need break time and an area for this purpose.

Employees who wish to request a lactation accommodation may submit a request to the Vice President of Finance and Operations. The School will respond to this request within five (5) business days and engage in an interactive process with the employee to determine lactation break periods and an appropriate lactation location. If the School is unable to provide lactation breaks or a lactation location or provides a location that does not fully comply with the Ordinance or if the School asserts any waiver or variance granted pursuant to the Ordinance, the School will, in response to any request for a lactation accommodation, provide a written response specifying the reasons why lactation breaks or a lactation location cannot be provided.

Retaliation against employees for exercising their rights under that Ordinance is prohibited. Employees who believe their rights under the Ordinance have been violated may file a complaint with the Vice President of Finance and Operations, or with the Baltimore Community Relations Commission.

Employees should contact the Vice President of Finance and Operations with questions regarding this policy.

Inclement Weather and Outages

This policy establishes guidelines for School operations during periods of extreme weather and similar emergencies.

Designation of Emergency Closing

Employees will be notified of school closing via email and / or text message. Closings will also be announced on the School website. Apart from closing midday, Cristo Rey Jesuit will usually follow Baltimore City Public Schools for delays and cancellations for inclement weather. Additionally, there may be times when Cristo Rey Jesuit will use a two-hour delay in the interest of student safety when Baltimore County and Archdiocesan schools have announced delays due to inclement weather conditions. The cancellation of classes does not necessarily mean all school or CIP offices are closed. On a day when classes are canceled prior to the beginning of the school day, Cristo Rey Jesuit is closed.

Facilities staff members are required to report as soon as possible for snow removal and other weather-related duties on snow days. If there is uncertainty about work status on a snow day, it is the responsibility of the non-contractual employee to contact his/her supervisor for further clarification and instructions. If a non-contractual employee incorrectly assumes that he/she is not expected to report to work, and does not report for work, that employee will be charged a vacation day.

Procedures during Closings

If weather or traveling conditions delay or prevent an employee's reporting to work, their immediate supervisor should be notified as soon as possible. If possible, such notification should be made by telephone directly with the supervisor. If direct contact is not possible, leaving a detailed voicemail message or message with another employee is acceptable.

Should the School remain open, but an individual believes that the weather or road conditions are too dangerous to come to work she/he should use her/his best judgment. If it is decided to stay at home, the same notification procedure should be followed as used for any absence. The day will be deducted from paid leave time as a vacation or personal day.

Building Safety and Hours

Maintaining a safe environment for learning and work is a top priority for Cristo Rey Jesuit. Each employee is responsible for pointing out and taking action to correct unsafe conditions and for working in a safe manner. Each employee should be familiar with exit routes, evacuation areas, and the use of fire extinguishers in case of an emergency.

If someone is injured or becomes ill while at work, the accident or illness should be reported to the supervisor immediately. If a person collapses or appears to need immediate attention, do not attempt to move the person. Notify the Principal or Dean of Students. They will call 911 in accordance with the procedures in the Cristo Rey Jesuit Crisis Management Manual available in every desk in the School.

In case of fire, pull the nearest fire alarm and follow the evacuation procedures practiced during school fire drills and as set out in the Crisis Management Manual. Once it is certain the fire is contained and it is

safe to do so, you may return to the building only with the permission of the Principal, Assistant Principal, or CIP director. They can give permission to enter the building once the Fire Department personnel have communicated that it is safe for Cristo Rey Jesuit staff to re-enter the building. Do not attempt to extinguish the fire on your own.

The elevator should not be used during any emergency.

Healy Hall and the Weinberg Academic Center close at 7 p.m. daily (M-F) during the school year for staff. The only exceptions are scheduled meetings, school events or athletic events that take place in the gym after 7 p.m. All practices must end in sufficient time for parents to pick up their students by 7 p.m. The security guard will begin his/her final rounds at 6:30 p.m. to remind staff of the building closing time. The guard or Facilities Manager will lock the doors and set the alarm at 7 p.m. Teams returning from away athletic events will need to be supervised by their coaches and the coaches will be responsible for securing the building after hours. Cristo Rey Jesuit cannot be responsible for staff safety after 7 p.m. Please note: The School closes daily at 5:30 p.m. for students.

A sign-in book will be established on weekends. On the weekends, the last person to exit the building will be responsible for setting the alarm.

Workers' Compensation

Cristo Rey Jesuit provides insurance for all work-related injuries or illness. The name of the School's workers' compensation insurance carrier and other pertinent information is posted.

Drugs and Alcohol

Cristo Rey Jesuit has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency, and success at Cristo Rey Jesuit. Violation of the School's general conduct guidelines regarding drugs and alcohol will be grounds for discipline, up to and including termination.

For the safety of our employees and students, Cristo Rey Jesuit reserves the right to test any employee upon reasonable suspicion of the use of illegal drugs, marijuana, or alcohol in violation of the general conduct guidelines. Specific jobs may, at Cristo Rey Jesuit's discretion, require regular drug testing. All job-related drug and alcohol testing will be performed at a certified lab in accordance with Maryland law.

Any employee taking medication should consult a medical professional to determine whether the drug may affect his or her personal safety or ability to perform the essential functions of the job and should advise his or her supervisor or manager of any job limitations. Upon notification of job limitations, Cristo Rey Jesuit will make reasonable efforts to accommodate the limitation.

The lawful and moderate use of alcohol at Cristo Rey Jesuit approved meetings, with business meals, travel, entertainment, or in an appropriate social setting, is not prohibited by this policy.

Smoking

Cristo Rey Jesuit maintains a smoke-free environment, both as a model for students and for health, safety, and legal reasons. Smoking, vaping, and the use of any tobacco products is prohibited at any time

on school premises. Employees who smoke are asked to do so off the School's property and on their own time. When moderating an event on school premises, please politely inform guests of this policy. Employees who violate this policy may be subject to corrective action up to and including termination.

Reasonable Accommodations

It is the policy of the School to comply with all the relevant and applicable provisions of the federal Americans with Disabilities Act (ADA), as well as state and local laws concerning the hiring and employment of individuals with temporary and ongoing disabilities. Under Maryland law, employers are also required to provide reasonable accommodations, such as light duty and leave, for pregnant workers.

Employees with disabilities should request any reasonable accommodations that are needed to perform the essential functions of their position. Employees who have work-related limitations stemming from pregnancy, childbirth, or a related medical condition may also request accommodations. The School will engage in an interactive process with the employee to determine what reasonable accommodations will be provided. (Accommodations are not "reasonable" if they cause an undue hardship to the School.) Unless the need for accommodation is obvious, the School may request medical documentation to support the request. All such information is maintained in confidence.

Workplace Violence and Threat Reporting Policy

It is the intent of Cristo Rey Jesuit to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for students and visitors. Cristo Rey Jesuit has zero tolerance for violent acts or threats of violence.

Cristo Rey Jesuit expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any employee or Cristo Rey Jesuit property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee who commits, or threatens to commit, a violent act against any person while on school premises, will be subject to immediate discharge.

Employees share the responsibility in identification and alleviation of threatening or violent behaviors, whether by other employees or by third parties. Any employee who is subjected to or threatened with violence at School, or who is aware of another individual who has been subjected to or threatened with violence at School, should immediately report this information to his/ her supervisor, manager or designee. Any threat reported will be carefully investigated and employee confidentiality will be maintained to the fullest extent possible pursuant to the School's threat assessment policy.

A full copy of the School's threat assessment policy is available from the President's office and the School's counselors.

Parental Notification

An employee observing or becoming aware of any unusual event, injury, or threat to health or safety involving a student must report the issue to the student's parents as soon as possible, and no later than the end of the employee's workday.

Remote Work Policy

An employee may be eligible to work remotely if

- their job duties are suitable for remote work;
- they have proven to be trustworthy, disciplined, and self-motivated;
- the supervisor(s) can effectively manage the remote worker; and
- the employee has been given permission by Cristo Rey Jesuit.

The School may withdraw permission or alter remote work schedules at any time. While working remotely, employees must continue to adhere to all the conditions in the Employee Handbook. All School policies regarding conduct, confidentiality, sick leave, etc., continue to apply, regardless of location.

Employees must follow the work schedules provided to them, be sure to meet deadlines, uphold high-quality standards, respond promptly to colleagues, and submit daily reports. Supervisors may require employees to report to the School or other location for work-related meetings or events, including on days when the employee normally works remotely.

Employees are to be online and accessible during agreed-upon working hours when working remotely. They are expected to check-in with their managers at least once a day.

Employees are advised to maintain a safe and ergonomically sound working environment. In the event of a job-related incident, accident, or injury during remote work hours, employees must report the incident as soon as possible in accordance with established workers' compensation procedures.

Furniture or Equipment Ordering

No furniture or equipment is to be ordered without approval of the Vice President of Finance and Operations. Requests with supporting documentation will be forwarded to the Vice President of Finance and Operations for approval or disapproval. Any furniture or equipment ordered without proper approval will be returned to the vendor.

Technology Equipment Ordering

No computer equipment or software is to be ordered without approval of the Director of Information Technology in consultation with the Vice President of Finance and Operations. Any technology equipment ordered without proper approval will be returned to the vendor.

Electronic Assets Usage

The following guidelines have been established for using the internet and email in an appropriate, ethical, and professional manner:

- Only incidental use of the internet for non-work purposes is permitted.
- Employees are prohibited from placing any passwords or restrictors on any document, computer, or computer software without the prior permission of their supervisor or manager. Any password or

restrictor must be revealed to and maintained by a second authorized source. Removing, changing, deleting, or erasing any Cristo Rey Jesuit information without the appropriate authorization is strictly prohibited.

- School internet and email access may not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, or harassing nature, or materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race (including hair texture, afro hairstyles and protective hairstyles such as braids, twists and locks), age, disability, religion, national origin, physical attributes, sexual preference, or any other legally protected status may be transmitted. Harassment of any kind is prohibited.
- Disparaging, abusive, profane, or offensive language (including materials that would adversely or negatively reflect upon the School or be contrary to the School's best interests) and any illegal activities including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the internet or email are forbidden.
- Employees may not copy, retrieve, modify, or forward copyrighted materials except with permission or as a single copy to reference only. If employees find something on the internet that may be interesting to others, they should not copy or download it. Instead, they can give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on their own.
- Employees should not use the system in a way that disrupts its use by others. This includes but is not limited to streaming of any video, unless work-related, streaming of music unless approved by management, sending or receiving many large files, and sending email messages to an excessive number of users or sending emails that are not work-related in content.
- The internet is full of useful programs that can be downloaded, but some of them may contain computer viruses or spyware that can extensively damage our computers and compromise security of Cristo Rey Jesuit information. Be sure to virus-check downloaded files immediately. Also, many browser add-on packages (called "plug-ins") are available to download. There is no guarantee that such will be compatible with other programs on the network and such may cause problems; therefore, please refrain from downloading such plug-ins.
- Each employee is responsible for the content of all text, audio, or images that they place on School drives or send over the School's internet and email system. No email or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that the School's name is attached to all messages so use discretion in formulating messages.
- Email and browsing history are not guaranteed to be private or confidential. All electronic communications are school property. Therefore, the School reserves the right to examine, monitor and regulate email messages, directories and files, as well as internet usage. Also, the internet is not secure so do not assume that others cannot read or possibly alter messages.
- Internal and external email messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending email within and outside Cristo Rey Jesuit.

Personal Property

Cristo Rey Jesuit is not liable for lost, misplaced, or stolen property. Employees should take all precautions necessary to safeguard their personal possessions. Employees should refrain from having their personal mail or packages delivered to Cristo Rey Jesuit.

Inspections/Searches

Any items or parcels taken off school premises are subject to inspection/ search. Employee desks, workstations, work areas, computer terminals, memory, files, etc. and voice mail are subject to inspection/ search at any time. Cristo Rey Jesuit may monitor any telephone conversation employees have on school owned or controlled equipment, premises, or property. While on school premises, an employee's vehicle, meal containers, purse, backpack, etc., as well as the employee, are subject to reasonable inspection/ search.

Social Media

Below are some guidelines for the use of any personal social media accounts.

Avoiding Harassment

Employees must not use statements, photographs, video, or audio that could reasonably be viewed as malicious, obscene, threatening, or intimidating toward students, employees, or other people or organizations affiliated with the School. This includes, but is not limited to, posts that could contribute to a hostile work environment on the basis of race (including hair texture, afro hairstyles and protective hairstyles such as braids, twists and locks), sex, sexual orientation, disability, religion, national origin, or any other status protected by state or federal law.

Avoiding Defamation

Employees must not post anything they know or suspect to be false about the School or anyone associated with it, including fellow employees and students. Writing something that is untrue and ultimately harmful to any person or organization is defamation and can lead to significant financial liability for the person who makes the statement.

Confidentiality

Employees must maintain the confidentiality of School trade secrets and confidential information including but not limited to customer lists, financial data, student records, and private personal information about others that they have not given the employee permission to share.

Representation

Employees must not represent themselves as a spokesperson for the School unless requested to do so by management. If the School is a subject of the content being created—whether by an employee or third party—employees should be clear and open about the fact that they are employed with the School but that their views do not necessarily represent those of the School. Any new Cristo Rey Jesuit-affiliated social media account must be approved by the Director of Development.

Accounts

Employees must not use School email addresses to register for social media accounts unless doing so at the request of management. Employees who manage social media accounts on behalf of the School should ensure that at least one member of management has all the login information needed to access the account in their absence.

Media Inquiries

Employees should not speak to the media on Cristo Rey Jesuit's behalf without contacting the President. All media inquiries should be directed to him or her.

Use of School Resources

School facilities, equipment, and supplies are for school use. However, a supervisor may occasionally allow the use of school resources for one's own personal use on a limited basis. Unauthorized use of any school resources or abuse of these resources may result in corrective action up to and including termination. In particular, no one may use Cristo Rey Jesuit's letterhead or envelopes for personal correspondence unrelated to school business. Any outgoing personal mail should be prepaid and any personal, long-distance calls that are made from a school telephone should be reimbursed to the Business Office.

As with any school property, reasonable care should be exercised to make sure these resources are not lost, stolen, or damaged in any way.

Cell Phone Use

Non-exempt employees may not use their personal devices for work purposes outside of their normal work schedule without authorization in advance from management. This includes reviewing, sending, and responding to emails or text messages; responding to phone calls; or making phone calls.

Employees may not use their personal devices for work purposes during periods of unpaid leave without authorization from management. Cristo Rey Jesuit reserves the right to deactivate company access on the employee's personal device during periods of unpaid leave.

Work Area Maintenance

A clean, orderly, and safe work environment should be maintained so as not to disturb others or create hazardous conditions. When selecting personal items for the work area, one should always remain respectful.

No items should be posted or taped to any doors, door frames, windows, or bare walls. Any flyers or other such items must be posted on bulletin boards.

Classroom cabinets, shelves, and ledges must be kept tidy at all times

Corrective Action

A high level of job performance and professionalism is expected from each employee. If an employee's job performance does not meet the standards established for the position, they violate School policies or procedures, or their behavior is otherwise unacceptable, corrective action may ensue. Corrective action may include, but is not limited to: coaching, oral or written warnings, performance improvement plans, paid or unpaid suspension, demotion, and termination. The type and order of action taken will be at management's sole discretion and the School is not required to take any disciplinary action before making an adverse employment decision, including termination.

Fundraising Policy

Fundraising by the development staff

Development staff are not allowed to fundraise for something that is not in the capital or operating budget unless the Executive Team or Board authorizes it. However, if a donor offers to give something that is not in the operating budget, the President will decide whether or not to accept the gift. Often Executive team input will be sought. In the President's absence, the Development Director may make the final decision.

Fundraising by faculty and staff (other than development)

Faculty and staff are welcome and encouraged to participate in fundraising initiatives conducted through the development office. However, faculty and staff are asked not to conduct fundraising activities that are not run through the development office. If faculty and staff are involved in fundraising, development welcomes feedback on how the monies will be spent but development needs to make the final decision based on donor-intent and based on other fundraising opportunities.

Fundraising by students

Students are welcomed and encouraged to participate in fundraising activities conducted through the development office. Students should not solicit gifts unless they do so at a Cristo Rey Jesuit fundraising event under the guidance of the development department. If students need something, they should bring their needs to their advisor rather than telling friends of the school. Bake sales, dress down days, and raffles are permitted subject to approval by the Principal.

In-kind gifts

Occasionally, the school receives donations of goods or services (like school supplies and sports equipment) known as gifts-in-kind. Any gift-in-kind offers should be coordinated through the development office so donors can be acknowledged for their gift. Any faculty or staff member who accepts an in-kind gift should collect the following information and email it to development: name, address, phone, email, and description of donated item(s).

Handling of Student Fees Policy

This policy establishes guidelines for the handling of student fees at Cristo Rey Jesuit High School, ensuring transparency, accountability, and compliance with financial regulations while safeguarding the interests of students and the School. This policy applies to all employees of Cristo Rey Jesuit High School.

1. Exclusive Responsibility of Business Office:
Only employees in the Business Office are permitted to collect and handle fees from students. All other employees are strictly prohibited from assessing fees to students or handling cash on behalf of Cristo Rey Jesuit.
2. Exception for Approved Events:

In exceptional circumstances, where fees are associated with school events such as dances, fundraisers, or special activities, faculty members or other personnel may be authorized to collect fees from students. However, such authorization must be obtained in advance from the Business Office, and all procedures outlined by the Business Office must be followed.

3. Pre-Approval Requirement:

All fees, charges, or fundraising activities involving students must be pre-approved by the Business Office. Requests for fee collection must be submitted to the Business Office for review and approval before any collection activities can commence.

4. Documentation and Reconciliation:

Any funds collected from students, whether by designated Business Office employees or authorized personnel for approved events, must be meticulously documented and promptly reconciled with the Business Office. Detailed records of all transactions, including the amount collected, the names of participating students, and the purpose of the collection, must be maintained and made available for audit purposes.

Violation of this policy may result in disciplinary action, up to and including termination of employment, in accordance with applicable school policies and procedures. Any questions regarding this policy should be directed to the Business Office for clarification and guidance.

Travel Guidelines

Air Travel- Employees should always book the lowest available airfare for non-stop travel and may not purchase upgraded fares such as business class, first class, Economy Plus Priority, Southwest Business Select, etc.

Ground Transportation- The use of a personal car for business is encouraged unless another means of transportation is less expensive. The IRS sets a mileage rate each year. The rate is used to calculate your mileage deductions or reimbursement for accrued business mileage with your personal vehicle. Employees will always be reimbursed at the current IRS mileage rate. Employees are asked to use good judgment in determining the cost effectiveness of using their own personal car versus renting a car for business travel. If a car rental is required, employees are expected to rent cars classified as no larger than compact or midsize unless the size of the group or equipment to be transported make these sizes impractical.

Lodging- Employees will be reimbursed for reasonable hotel accommodations.

Meals- Employee meal expenses while traveling should not exceed \$75 per day. The daily per diem assumes \$15 for breakfast, \$20 for lunch, \$35 for dinner and \$5 for incidentals. Employees must receive approval from their manager before paying for a meal for another person who does not work for the organization.

Laundry and Dry Cleaning- Employees will be reimbursed for reasonable dry-cleaning expenses if they are traveling for five consecutive workdays or due to an emergency.

Any charges to the corporate credit card for personal expenses are unacceptable. Should an employee accidentally make a personal charge on the corporate credit card, repayment is expected with the submission of the expense report.

Any abuse of this policy (i.e., excessive delays in submitting expense reports or personal charges) may result termination of employment.

Children in the Workplace Policy

Regular and extended presence of children—who are not current students at Cristo Rey Jesuit—during work hours is not permitted. The workplace may not be used as an alternative to regular childcare and bringing children into the workplace on a frequent basis, such as during school breaks or before/after school is not permitted. Likewise, a child who is ill and thus unable to attend school or daycare may not be brought into the workplace.

Compensation

Performance Evaluations

Employees will generally receive an appraisal of their job performance annually. This evaluation may be either written or oral. Such an evaluation may not occur at the same time each year, but thereabout, at the discretion of the employee's manager.

If the employee receives an evaluation sheet or other written document, they will be asked to sign it. An employee's signature does not necessarily indicate that the employee agrees with all the comments, but that they have been given the opportunity to examine the evaluation and discuss it with their manager. The completed and signed evaluation form will be placed in the employee's personnel file and the employee will receive a copy of the performance evaluation.

In addition to performance evaluations, informal counseling sessions may be conducted from time to time.

Paychecks

The standard workweek for the School will begin at 12:00 a.m. Sunday and end at 11:59 p.m. the following Saturday.

All employees are paid on a bi-weekly basis on Wednesdays. Pay statements are available online.

All non-exempt employees must complete timesheets through ADP every two weeks recording the hours they worked for that week as well as any hours not worked that fall within their regular work schedule. Exempt employees, on the other hand, do not need to complete timesheets every week. Instead, exempt employees submit leave requests through ADP for time not worked—such as vacation, personal, or sick time.

For each pay period, the pay stub or direct deposit notification will include a statement of earnings that indicates one's gross pay minus all voluntary and statutory deductions, including tax withholding, for

both the current pay period and year-to-date. The amount of federal tax withheld is affected by the number of exemptions claimed on Form W-4 (Employee's Withholding Allowance Certificate).

Payroll Deductions

Cristo Rey Jesuit is required by law to make certain deductions from all employees' paychecks. Such deductions include federal, state, and local taxes and court-ordered wage garnishments. Voluntary deductions might include premiums for benefits, retirement plan contributions, and disability insurance.

If an employee believes that an improper deduction has been made, or that the paycheck is incorrect for any other reason, they should immediately report this to their manager or the person responsible for payroll processing. Reports will be promptly investigated, and any errors will be corrected.

Pay Adjustments

All pay increases are based upon merit, market factors, and the financial position of the School. There may not be an automatic annual cost of living or salary adjustment. Employee pay also may be adjusted downward. Salary decreases may take place when there is job restructuring, job duty changes, job transfers, or adverse business economic conditions.

Work Assignments

In addition to specific duties that may accompany an individual's job responsibilities, each job also includes "and other assigned duties." From time to time, employees may be required to perform duties or tasks of a fellow employee who is absent or for a position that is temporarily vacant. Employees will be compensated at their regular rate of pay while performing other assigned duties on a temporary basis.

Employee Referral Policy

Cristo Rey Jesuit awards a referral bonus to current employees who refer an applicant to an open full-time position at the School and the applicant is hired. The bonus is \$1,000 for the hiring of a certified teacher and any full-time employee, and \$500 for any part-time position. The referring employee must not have input or a decision-making role in the hiring process or a supervisory role for the vacant position.

The applicant must acknowledge the current employee in their application or cover letter in order to be eligible. The recommending employee will receive the finder's fee in his/her next paycheck after the new employee has completed his/her 90-day introductory period.

This policy will be reviewed each academic year and may be renewed, changed, or canceled at Cristo Rey's discretion.

Expense Reimbursement

The School will cover all reasonable, business-related expenses. Any cost that does not fall within the guidelines below must be approved by the appropriate manager *before* the expense is incurred. Employees may not be reimbursed for expenses that were not approved in advance and are deemed unnecessary or extravagant. The following types of expenses may be reimbursable under this policy:

- Lodging
- Travel expenses including airfare, reasonable airline luggage fees, train fare, bus, taxi/rideshare, and related tips
- Meals, including tips up to 20%
- Laundry and dry-cleaning expenses during trips in excess of five days
- Car rental, parking fees, and tolls
- Conference and convention fees
- Business entertainment expenses, up to pre-approved limits

The following expenses are examples of expenses not reimbursable under this policy:

- Airline club dues
- Traffic citations and fines
- Tips in excess of 20%
- In-flight movies, early check-in fees, mini-bar expenses, and other forms of personal entertainment
- First class airfare
- Fuel for business use of personal vehicle – see “Mileage” below

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses not listed above may be reimbursable. When prior approval is required, managers should use their best judgment to determine if an unlisted expense is reimbursable under this policy.

Mileage

At times employees may be required to use their personal car for business purposes. Reimbursement for the operating expenses of the car will be calculated by multiplying the number of miles traveled by the currently approved Standard Mileage Rate published by the IRS.

The costs of commuting (travel between home and the school building) will not be reimbursed. Mileage amounts must be verifiable using commercially available websites (ex. Google Maps) using the “shortest route” option.

Documentation

To comply with IRS regulations, all business expenses must be supported with adequate records; employees are responsible for keeping these records as expenses are incurred. These records must include:

- The amount of the expenditure
- The time and place of the expenditure
- The business purpose of the expenditure
- The names and the business relationships of individuals for whom the expenditures were made

Requests for reimbursement lacking this information will not be processed and will be returned to the employee. While original receipts are preferred for all expenses, they are required for those greater than \$25. Requests for exceptions to this policy should explain why the exception is necessary and be approved by management.

Approvals

Expense reimbursement forms, together with required documentation, must be submitted to the employee's manager for review and approval. Once the expense reimbursement has been approved, it should be submitted for processing no more than 30 days after the expenses occurred. Managers approving expense reports are responsible for ensuring that the expense reports have been filled out correctly with the required documentation and that the expenses submitted are allowable under this policy.

Overtime

Non-exempt employees will receive one and one-half times their regular rate of pay for all hours worked over 40 in a workweek. Employees are required to work overtime when assigned. Any overtime must be authorized by a manager in advance. Cristo Rey Jesuit complies with all applicable overtime laws; employees who believe they have not been correctly paid for overtime should contact payroll or HR immediately.

Timekeeping

All non-exempt employees are required to use ADP to record their hours worked. For the purpose of this policy, all forms of timekeeping will be referred to as clocking in or out.

Employees should clock in no sooner than five minutes before their scheduled shift and clock out no later than five minutes after their scheduled shift. Additionally, employees are required to clock in and out for their designated lunch periods. The length of the lunch period will be designated by the employee's manager; alteration or waiver of the lunch period requires manager approval. Lunch periods are unpaid time when employees are relieved of all duties. Waiver of the lunch period requires prior approval of the employee's manager. Under no circumstance may the waiver of the lunch period result in overtime work.

Accurate timekeeping is a federal and state wage and hour requirement, and employees are required to comply. Failing to enter time into the timekeeping system in an accurate and timely manner is unacceptable job performance. Employees may not ask another employee to clock in or out for them. Should an employee miss an entry into the timekeeping system, they must notify their manager as soon as possible for correction.

Non-exempt employees are not permitted to work unscheduled time without prior authorization from their manager. This includes clocking in early, clocking out late, or working through scheduled break or lunch periods.

Health and Welfare Benefits

The School complies with all applicable federal and state laws with regard to benefits administration. All regular employees scheduled and generally working at least 30 hours a week are entitled to health insurance and other company-sponsored health benefits, when in effect. The School reserves the right to change or terminate health plans or other benefits at any time.

New qualifying employees will be eligible for coverage the 1st of the month following 30 days. New employees may elect not to be covered, with the permission of the School, provided the percentage of employees not covered is within the benefit plan specifications.

Parking

Limited assigned parking is available on the Chester Street lot. If you do not have assigned parking, please do not park on the lot. All parking is at an employee's own risk. It is recommended that employees and visitors lock their vehicle and take other appropriate safeguards. Employees are not to park in the 400 block of South Chester as part of our agreement with the neighborhood.

Education Benefits

Cristo Rey Jesuit has an agreement with Loyola University Maryland whereby tuition is discounted by 100% for employees who enroll in a graduate program in pursuit of a graduate degree. Please contact the Vice President of Finance and Operations for further information. In addition, Cristo Rey Jesuit employees are invited to audit any course across the college.

Cristo Rey Jesuit also has an agreement with Notre Dame of Maryland University whereby tuition is discounted by 40% for employees who enroll in the graduate program in Catholic School Leadership. This benefit may incur a tax liability and employees should check with their tax advisor prior to enrolling.

Cristo Rey Jesuit will offer a \$2,000 tuition grant to sons or daughters of our employees who enroll in Catholic pre-school, elementary, and high schools in the Archdiocese of Baltimore.

Cristo Rey Jesuit is pleased to offer free tuition to children and grandchildren of our employees who enroll as students at Cristo Rey Jesuit.

CIP Referral Program

When a Cristo Rey Jesuit faculty/staff member refers a company to the CIP and the company becomes a Corporate Sponsor, then that colleague will receive a bonus after the CIP contract has been signed and the following requirements met:

- The prospective company must employ 50 or more employees.
- The prospective company must have the capacity to pay a minimum of \$15,000 annually to employ two or more Cristo Rey Jesuit students.
- The prospective company must directly hire the Cristo Rey Jesuit students to work for the company.
- The faculty/staff member must be instrumental in laying the groundwork for the CIP Team Member to contact a C level executive of the company (COO, CIO, CFO, CEO). For example, the faculty/staff member could contact the C level executive, whom they personally know, and ask them to accept a call from the CIP Team Member who will invite them to the School for a visit.
- For a .50 FTE (half team which is 2 students): \$500
For a .75 FTE (3 students): \$750
For a 1 FTE (4 students): \$1,000

Employee Loan Policy

Effective July 1, 2023, Cristo Rey Jesuit does not provide loans or advances to its employees under any circumstances.

Leave Policies

Vacation

Contractual Employees

Since all contractual employees receive time off according to the school calendar, they are not eligible for vacation benefits.

Non-Contractual Employees

All non-contractual, 12-month employees are eligible for 10 vacation days per year. After five years of service, an employee is eligible for an additional five vacation days. Part-time employees will earn vacation on a prorated basis. Full-time employees are those scheduled to work 30-plus hours per week.

Vacation accrual begins on the first day of full- or part-time employment. Vacation is accrued according to the following schedule.

Years of Service	Days per Year (Full-Time)	Hours per Pay Period (Full-Time)
0-4	10	3.08
5+	15	4.62

To schedule vacation time, employees must submit a leave request through ADP at least two weeks before the requested leave. Whenever possible, vacations should be scheduled when school is not in session to minimize the impact of one's absence. Requests will be evaluated based on a number of factors, including department operating and staffing requirements. The supervisor will approve or deny the request in ADP within three business days of the date the leave request was submitted. If the request for vacation leave is denied, the supervisor should provide an explanation for the denial to the employee.

If a holiday falls during the employee's vacation, the day will be charged to holiday pay, if applicable, rather than to vacation pay.

Cristo Rey Jesuit encourages employees to use available vacation time. The vacation year runs from July 1 until June 30th, employees are encouraged to schedule vacations in advance. Early planning allows

supervisors to arrange adequate coverage, ensures fairness in managing requests, and helps employees make best use of their vacation benefits while maintaining smooth operations.

If the available vacation time is not used by June 30 of each year, full-time employees may carry over up to 24 hours of accrued, unused vacation time to the next year. Vacation leave will not be earned during an unpaid leave of absence.

Vacation leave will be used in circumstances of employee absences that have exhausted the employee's available sick leave. Once the sick leave bank has been exhausted, vacation leave will be used to account for time missed.

The vacation leave bank may go into a negative balance no more than 40 hours for full-time employees and 20 hours for part-time employees. In the case of a negative balance, any leave taken beyond 40 hours (or 20 hours for part-time employees) will be unpaid leave until the leave balance has been brought out of the negative.

If employment is terminated, accrued and unused vacation leave that has been earned through the last day of active employment will be paid at the employee's base rate of pay at termination. If employment is terminated and the vacation balance is in the negative, the employee agrees to reimburse Cristo Rey Jesuit for the cost of the vacation advance and authorizes and directs Cristo Rey to deduct such amounts from any remaining paycheck(s) owed to the employee. In the event of the employee's death, earned, unused vacation time will be paid to the employee's estate or designated beneficiary.

Holidays

All full-time employees are eligible for certain paid holidays per year as follows:

- Labor Day
- Thanksgiving
- Christmas Break
- Spring Break
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day

The holiday schedule for the upcoming fiscal year will be distributed in August of each year.

Personal Time

Contractual Employees

All contractual, 10-month employees are eligible for 5 personal days per year, and they cannot be carried over to the following year. After three years of service, an employee is eligible for an additional five personal days. Unused personal days are not paid upon termination of employment.

Personal time can be requested to observe religious holidays or attend to personal business (doctor's visits, moving, etc.). A contractual employee must request personal time at least five workdays in advance by emailing the Principal, and then entering the request in ADP. The Principal notifies the Assistant Principal, who will arrange for coverage. Coverage is pulled from a pool of faculty that are not teaching at that time. The teacher who is going to be out has to input their instructional resources and materials into the coverage sheet.

Personal leave will not be granted on a "critical teaching day," a "special activity day," or on the day before or the day after a three-day weekend or any longer vacation period. The determination of "critical teaching" and "special activity" days will be made by the Principal.

The calendar of these blocked days will be published for the following school year by June 30. The calendar will cover the twelve-month period from July 1 and June 30. The President, with the advice of the CIP director and the Principal, may adjust this calendar at any time during the year as unforeseen "critical teaching" and/or "special activity" days arise.

Non-Contractual Employees

Full-time non-contractual employees may request up to 5 days of personal time each year, and they cannot be carried over to the following year. Part-time employees are allocated personal time on a prorated basis, allowing them personal days in proportion to their part-time status. Unused personal days are not paid upon termination of employment.

Personal time can be used to observe religious holidays, supplement vacation time or attend to personal business (doctor's visits, moving, etc.). Personal time must be scheduled in advance with the supervisor's consent and will not be granted on certain blocked dates as determined by the President. The calendar of these blocked days will be published for the following school year by June 30. The calendar for these blocked dates will cover the twelve-month period July 1 to June 30. The President, with the advice of the CIP director and the Principal, may adjust this calendar at any time during the year as unforeseen days arise that require the presence of non-contractual employees.

Sick and Safe Leave

Pursuant to Maryland law, employees are entitled to earn paid sick and safe leave at the rate of 1 hour for every 30 hours that an employee works up to a maximum of 40 hours. To comply with the law, employees will be awarded forty (40) hours of paid sick leave at the beginning of each year. Employees are eligible to use accrued sick leave on their 107th day of employment.

Yearly accrual of sick leave is limited to 40 hours, and yearly use is limited to 64 hours. Up to 40 hours of unused leave will roll over into a new fiscal year. An employee's total sick leave bank may not exceed 50 sick days.

An employee is allowed to use earned sick and safe leave under the following conditions:

- To care for or treat the employee's mental or physical illness, injury or condition;
- To obtain preventative medical care for the employee or the employee's family member;
- To care for a family member with a mental or physical illness, injury or condition;

- For maternity or paternity leave; or
- The absence from work is necessary due to domestic violence, sexual assault or stalking committed against the employee or the employee's family member and the leave is being used:
 - To obtain medical or mental health attention;
 - To obtain services from a victim services organization;
 - For legal services or proceedings; or
 - Because the employee has temporarily relocated because of domestic violence, sexual assault or stalking.

A family member includes a spouse, child, parent, grandparent, grandchild, sibling or legal guardian.

Employees are permitted to use the leave in increments of not less than 4 hours.

If the need to use sick and safe leave is foreseeable (for example a scheduled doctor's appointment), the employee must provide notice 7 days prior to leave. If the need to use leave is not foreseeable, the employee must provide notice as soon as practicable.

A request for earned sick and safe leave may be denied if the employee fails to provide proper notice and the employee's absence will cause a disruption to the employer.

Employees may only use earned sick and safe leave for one of the listed authorized reasons. Employees using earned sick and safe leave for unauthorized purposes or who have demonstrated a pattern of abusing sick and safe leave may be denied the right to use earned sick and safe leave in the future.

If an employee uses sick and safe leave for more than two consecutive scheduled shifts, the employee may be asked to provide verification that the leave use was appropriate.

Unused sick leave will not be paid out at the end of employment. Employees rehired within 37 weeks of separation will have their previously accrued but unused sick leave restored.

With each pay period, employees will be provided with a statement of leave used and available leave.

Maryland law prohibits an employer from taking adverse action against an employee for exercising their rights under this section as well as prohibits an employee from making a complaint, bringing an action or testifying in an action in bad faith.

The Commissioner of Labor and Industry has oversight of issues related to earned sick and safe leave. The Commissioner may be contacted at ssl.assistance@maryland.gov.

Organ Donation Leave

Eligible employees may take up to 60 business days of unpaid leave (in any 12-month period) to serve as an organ donor and up to 30 business days of unpaid leave (in any 12-month period) to serve as a bone marrow donor.

An eligible employee must have worked for the School for at least 12 months and at least 1,250 hours during the previous 12 months.

To receive organ donation leave, the employee must provide a written physician verification to the Vice President of Finance and Operations stating that (a) the employee is an organ donor or a bone marrow donor, and (b) there is a medical necessity for the donation of the organ or bone marrow.

The time during which the employee takes organ donation leave will not be considered as a break in the employee's continuous service for purposes of the employee's rights to salary adjustment, sick leave, vacation, or seniority. The employee's group health insurance coverage will be maintained during the time the employee is on leave for organ donation.

Personal Leave of Absence

Once an employee has been employed as a full-time regular employee of Cristo Rey Jesuit for more than one (1) year, he/she may request a personal leave of absence without pay. The employee must submit their request in writing and state the date the leave is to begin, the date of return to work and the reasons for the leave. The employee will receive either written approval or denial of the request. If approved, employees must use their leave of absence for the approved reason or purpose. Sick leave, vacation time, seniority and other benefits are not earned during an unpaid leave of absence. Any paid holidays that fall within the leave of absence are not paid. If an employee fails to return to work on the scheduled date of return, the employee will be considered to have abandoned their position and voluntarily terminated their employment.

Bereavement

In the unfortunate event of a death in an employee's immediate family, the employee may take up to three workdays off with pay. For purposes of bereavement, immediate family is defined as spouse, child, stepchild, parents, step-parents, siblings, step-siblings, grandparents and grandchildren and a spouse's parents, siblings and grandparents.

In the unfortunate event of a death of an aunt, uncle, niece, nephew, or cousin the employee may take up to one workday off with pay.

If one's bereavement needs extend beyond these relationships or timeframe, the supervisor may approve leave depending upon work requirements.

Jury Duty

If an employee is summoned for jury duty, they will be granted a leave of absence with pay for up to two days, provided they notify their supervisor or manager and submit a copy of the original summons for jury duty. For jury duty lasting beyond two days, the employee may use available Paid Time Off (PTO) to cover the additional time away. Cristo Rey Jesuit reserves the right to request that the employee seek an excuse from or postponement of jury service if their absence would create a hardship for the School.

Any fees received for jury duty, including travel fees, may be retained by the employee. Employees are expected to report to work on any day, or portion thereof, not actually spent in the performance of jury duty. For each week of jury duty, a certificate of jury service must be certified by the Court and filed with Cristo Rey Jesuit no later than Wednesday of the following week.

Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements.

Civil Air Patrol Leave

Employees will be provided with 15 days per calendar year of unpaid leave to respond to an emergency mission of the Maryland Wing of the Civil Air Patrol. Employees are required to give Cristo Rey Jesuit as much notice as possible of the intended beginning and end of such leaves. Cristo Rey Jesuit may require verification of an employee's eligibility to take such leave. Employees returning from leave are to be restored to the same position held when the leave began or to a position with equivalent seniority status, benefits, pay and conditions of employment.

Witness Leave

If an employee is absent from work to serve as a witness in response to a subpoena in a criminal case, the employee will be granted witness leave without pay for such time as it is necessary to comply with the request. You are to report to work on any day, or portion thereof, which is not actually spent in the performance of serving as a witness. For each week of witness leave, a certificate of service shall be certified by the Court and filed with Cristo Rey Jesuit no later than Wednesday of the following week.

Voting Leave

If an employee cannot vote because of their scheduled work hours, then the employee will be given up to two hours to vote in any state or federal election. The two hours shall be compensated for at the employee's regular rate of pay.

Military Leave

If employees are on an extended military leave of absence, they are entitled to be restored to their previously held position or similar position, if available, without loss of any rights, privileges or benefits provided the employee meets the requirements specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

An employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia will be granted temporary leave of absence without pay while

engaged in military duty as required by state employment law. A letter from the employee's commanding officer is required to establish the dates of duty.

Military Family Leave

Eligible employees will be provided with one day of unpaid leave to be used on the day an immediate family member leaves or returns from active military duty outside the United States.

Immediate family members include spouses (including same sex spouses), parents, stepparent, children, stepchildren, or siblings. Leave taken under this law may be counted against an employee's entitlement to FMLA qualifying exigency leave.

Short Term Disability

Cristo Rey Jesuit has purchased short-term disability insurance for all full-time employees. This insurance will normally pay up to 66.67% of the employee's salary during the period of disability. The maximum weekly benefit is \$750. Benefits begin after the 7th consecutive day of the disability up to a maximum of 13 weeks if deemed medically necessary by the employee's physician.

Adoption Leave

The Family Medical Leave Act (FMLA) stipulates that any employee who adopts a child is entitled to up to twelve weeks of unpaid leave. Cristo Rey Jesuit will pay an employee a post-adoption parental benefit of 66.67% of the current salary up to a maximum of \$750 per week for six weeks. (If both adoptive parents are employed by Cristo Rey Jesuit, only one benefit will be paid.)

Family Medical Leave

The federal Family & Medical Leave Act of 1993 (FMLA) as amended, requires companies with 50 or more employees to provide eligible employees with unpaid leave. The following provides a general overview of two types of leave available, including the basic 12-week leave entitlement (Basic FMLA Leave), as well as the military family leave entitlements (Military Family Leave) described in this policy. Employees with any further questions about their eligibility for FMLA leave should contact Human Resources for more information.

Employees are eligible for FMLA leave if they:

1. Have worked for Cristo Rey Jesuit for at least 12 months in the last 7 years;
2. Have worked at least 1,250 hours for Cristo Rey Jesuit during the 12 calendar months immediately preceding the request for leave; and
3. Are employed at a work site that has 50 or more employees within a 75-mile radius

Basic FMLA Leave

Employees who meet the eligibility requirements described above are eligible to take up to 12 weeks of unpaid leave during any 12-month period for one of the following reasons:

1. To care for the employee's son or daughter during the first 12 months following birth;

2. To care for a child during the first 12 months following placement with the employee for adoption or foster care;
3. To care for a spouse, son, daughter, or parent (“covered relation”) with a serious health condition;
4. For incapacity due to the employee’s pregnancy, prenatal medical or childbirth; or
5. Because of the employee’s own serious health condition that renders the employee unable to perform an essential function of his or her position.

Military Family Leave

There are two types of Military Family Leave available:

1. *Qualifying exigency leave.* Employees meeting the eligibility requirements described above may be entitled to use up to twelve (12) weeks of their Basic FMLA Leave entitlement to address certain qualifying exigencies. Leave may be used if the employee’s spouse, son, or daughter, is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation or deployment overseas with the armed forces. Qualifying exigencies may include:
 - a. Short-notice deployment (up to seven (7) days of leave)
 - b. Attending certain military events
 - c. Arranging for alternative childcare
 - d. Addressing certain financial and legal arrangements
 - e. Periods of rest and recuperation for the service member (up to fifteen (15) days of leave)
 - f. Parental Care
 - g. Attending certain counseling sessions
 - h. Attending post-deployment activities (available for up to ninety (90) days after the termination of the covered service member’s active duty status)
 - i. Other activities arising out of the service member’s active duty or call to active duty and agreed upon by the School and the employee
2. *Leave to care for a covered service member.* There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has been rendered medically unfit to perform his or her duties due to a serious injury or illness incurred in the line of duty or while on active duty, and/ or pre-existing injuries or illnesses that were aggravated in the line of duty, that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. In addition, leave will be provided to eligible family members of certain veterans receiving medical treatment, recuperation, or therapy if the veteran was a member of the Armed Forces at any time during the five (5) year period preceding the date of the medical treatment, recuperation, or therapy.

Notice

Employees taking FMLA should provide as much notice as practicable. When the need for leave is foreseeable, 30 days' advance notice is requested. Employees should make an effort to schedule FMLA leave in the least disruptive manner so as not to affect operations. An employee who is taking FMLA leave may be required to report periodically to Cristo Rey Jesuit regarding his or her status and intent to return to work. An employee who fails to return to work at the expiration of the leave without an approved extension will be considered to have resigned. After the leave, the employee must be restored to the same or essentially the same position held before the leave.

Health Care Benefits

If applicable, health care benefits will be maintained during the leave. The employee is responsible for their portion of the medical insurance premium cost, if any. Failure to pay the employee portion of the health insurance premiums in advance may result in the termination of coverage. If eligible, the employee will receive notification of continuation of benefits.

Cristo Rey Jesuit reserves the right to seek reimbursement from the employee for the medical insurance premiums paid by the School, on behalf of the employee, while the employee was on FMLA leave if the employee fails to return from FMLA leave for reasons other than the continuation, recurrence or onset of a serious health condition of the employee or the employee's family member which would otherwise entitle the employee to leave under the FMLA or other circumstances beyond the employee's control.

Leaving Cristo Rey Jesuit/Miscellaneous

If a non-contractual employee decides to terminate employment with Cristo Rey Jesuit, it is strongly encouraged that she/he gives the supervisor at least a two-week advance notice of resignation in writing.

On her/his last day of work, all employees will be asked to return any keys and other school property in her/his possession such as computer equipment, parking passes, procurement cards, etc. Employees will be responsible for any lost or damaged items. The Business Office will notify a departing employee of her/his benefits and available options and will conduct an exit interview on or near the last day of work. All personal possessions must be removed upon separation from employment.

Acknowledgement

I acknowledge receipt of the School's Employee Handbook and agree to follow the guidelines within it. I also acknowledge the following:

1. Receipt of this handbook does not create a contract of employment. Non-contractual employees are at-will, meaning that the employee or the School can end the employment relationship at any time, with or without notice, and with or without cause.
2. I am not entitled to any particular sequence of disciplinary measures prior to termination.
3. With the exception of the at-will employment policy, this handbook may be modified at any time.
4. Violation of any policy in this handbook, or any policy referenced or included as an addendum, may be grounds for discipline, up to and including termination.
5. This handbook does not include every process, policy, and expectation applicable to employees, or my position specifically; I may be counseled, disciplined, or terminated for poor behavior or performance even if the behavior or performance issue is not addressed in the handbook.
6. Should any provision in this handbook be in conflict with federal, state, or local law, that provision only will be considered ineffective, while the rest of the handbook remains effective.
7. If I have questions regarding any policy in this handbook, or other expectations related to my behavior or performance, it is my responsibility to speak with my supervisor or the Business Office.

Dated

Signature

Print Name

