



# **2023-2024 Employee Handbook**

## EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I acknowledge that on the date indicated below, I received a copy of the **LHS** employee handbook. I have been asked to read and familiarize myself with its contents.

I also acknowledge that I understand that this handbook is intended to provide general guidance only and does not constitute a contractual commitment (expressed or implied) between LHS and any or all of its employees, nor does it contain promises of specific treatment in specific situations. I also understand that LHS may change information contained in this handbook and that management reserves the right to change any and all such plans, policies, or procedures, in whole or in part, at any time, with or without notice. **I understand that my employment at LHS is at-will. I can terminate my employment at any time without notice for any reason I think is appropriate. Similarly, LHS can terminate my employment relationship at any time without notice for any reason LHS believes is appropriate.** I understand that no supervisor or representative of LHS, except for the Executive Director of the organization, has the authority to execute any agreement for employment or to make any agreement or promise that is contrary to the foregoing.

I understand the goal of a safe and productive work environment and acknowledge my responsibility toward that goal.

I also understand that all employee handbook amendments, revisions, and updates are maintained by LHS. I agree to read all new amendments, revisions, and updates when notified by LHS.

Employee's Signature \_\_\_\_\_

Employee's Printed Name \_\_\_\_\_

Date \_\_\_\_\_

# TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>I. INTRODUCTION</b>                 | <b>1</b>  |
| Vision and Mission                     | 1         |
| Human Resources                        | 1         |
| <b>II. FAIR EMPLOYMENT PRACTICES</b>   | <b>2</b>  |
| Equal Employment Opportunity           | 2         |
| Reasonable Accommodation - Disability  | 2         |
| Reasonable Accommodation - Religion    | 3         |
| Nepotism                               | 3         |
| Harassment Free Workplace              | 4         |
| <b>III. EMPLOYMENT</b>                 | <b>6</b>  |
| Employee Orientation                   | 6         |
| Employment-at-Will                     | 6         |
| Background and Reference Checks        | 6         |
| Classifications                        | 7         |
| Exempt and Nonexempt Status            | 7         |
| Immigration and Employment Eligibility | 8         |
| Outside Employment                     | 8         |
| Volunteer Work                         | 9         |
| Personnel Records                      | 9         |
| Verification of Employment             | 9         |
| Updating Personal Information          | 10        |
| Career Development                     | 10        |
| Personal Development                   | 10        |
| Offer Letters (Renewal and Nonrenewal) | 10        |
| Exit Interviews                        | 12        |
| Termination                            | 12        |
| <b>IV. COMPENSATION</b>                | <b>13</b> |
| Pay Practices                          | 13        |
| Pay Days                               | 13        |
| Time Sheets (hourly employees only)    | 13        |
| Parking/Bus Pass                       | 14        |
| Payroll Deductions                     | 14        |
| Automatic Payroll Deposit              | 14        |
| Holiday Pay (hourly employees only)    | 14        |
| Policies regarding extra hours         | 15        |
| Nonexempt Employees (hourly employees) | 15        |

## TABLE OF CONTENTS

|  |    |
|--|----|
| Exempt Employees (salaried employees)        | 15 |
| Meal Time and Breaks (hourly employees only) | 15 |
| Inclement Weather and Natural Disasters      | 15 |
| Travel Time (hourly employees only)          | 16 |
| Performance Evaluations                      | 16 |
| Employees' Responsibility                    | 17 |
| Management's Responsibility                  | 17 |
| Reimbursed Expenses                          | 18 |

### **V. BENEFITS** **20**

|   |    |
|---|----|
| Benefit Programs  | 20 |
| Eligibility for Health Benefits   | 21 |
| Benefit Premium Payments  | 21 |
| Medical Benefits  | 22 |
| Dental Benefits   | 22 |
| Vision Benefits   | 22 |
| COBRA - Continuing Health Benefits  | 22 |
| Basic & Supplemental Life and Accidental Death and Dismemberment (AD&D) Ins | 23 |
| Long-Term Disability Insurance  | 23 |
| Flexible Spending Plan - Section 125  | 23 |
| Employee Assistance Program (EAP)   | 24 |
| Retirement Plans  | 24 |
| Deferred Compensation   | 25 |
| Educational Assistance  | 26 |
| Workers' Compensation Insurance   | 26 |
| Social Security/Medicare  | 26 |
| Unemployment Insurance  | 27 |
| Washington Family Medical Leave Insurance                                   | 27 |
| Questions?  | 27 |

### **VI. TIME OFF** **27**

|                                     |    |
|-------------------------------------|----|
| Paid Time Off (PTO)                 | 27 |
| Holidays                            | 32 |
| Family and Medical Leave (FMLA)     | 32 |
| Washington Family Medical Leave     | 34 |
| Washington Family Care Act          | 35 |
| Washington Pregnancy Disability Act | 35 |
| Domestic Violence Leave             | 35 |
| Military Leave                      | 36 |
| Washington Military Family Leave    | 36 |
| Other Leaves of Absence             | 36 |
| Sabbatical Leave                    | 37 |

## TABLE OF CONTENTS

|                   |    |
|-------------------|----|
| Bereavement Leave | 38 |
| Jury Duty         | 38 |

### **VII. WORK ENVIRONMENT 38**

|  |    |
|--|----|
| Professional Responsibilities & Rules of Management            | 38 |
| Parents' Right to Know Under <i>Every Student Succeeds Act</i> | 38 |

|  |    |
|--|----|
| Open Door Policy                             | 39 |
| Ethical Business Practice                    | 39 |
| Employee Behavior/Personal Conduct           | 39 |
| Physical Contact with Students and Others    | 39 |
| Reporting Child Abuse                        | 42 |
| Confidentiality                              | 42 |
| Accessing Students' Records                  | 42 |
| External Information and Public Relations    | 43 |
| Internal Information                         | 46 |
| Attendance                                   | 46 |
| Restorative Process                          | 46 |
| Complaint Resolution                         | 47 |
| Whistleblower Policy                         | 48 |
| Personal Use of Organization Equipment/Tools | 49 |
| Crowdfunding/Outside Funding Sources         | 49 |
| Use of Electronic Communication Systems      | 49 |
| Monitoring                                   | 50 |
| Security                                     | 50 |
| Personal Use                                 | 50 |
| Cellular Phone Use                           | 51 |
| Computer Software                            | 51 |
| Personal Websites and Blogging               | 51 |
| LHS Records Retention Schedule               | 52 |
| Keys and Key Cards                           | 52 |
| Smoking                                      | 52 |
| Fee and Cash Collection                      | 52 |

### **VIII. SAFETY AND SECURITY 53**

|                                      |    |
|--------------------------------------|----|
| Drug and Alcohol-Free Workplace      | 53 |
| Workplace Violence                   | 53 |
| Weapon Possession                    | 54 |
| Security                             | 55 |
| Safety                               | 55 |
| Evacuation Procedures                | 56 |
| Accident Reporting and Investigation | 56 |

## TABLE OF CONTENTS

### **IX. Harassment Intimidation & Bullying**

Protecting Students From HIB

58

Closing Comment

64

## **I. INTRODUCTION**

### **Vision and Mission**

*Welcome to Lumen High School! We are so excited that you have chosen to become a part of the LHS family, and we hope this school becomes a place of belonging and like a second home for you. You are stepping into the mission of elevating the lives of teen parents by providing high academic standards in conjunction with a specialized on-site early learning center. Our students are empowered by a passionate staff, as well as, a strategically designed curriculum in order to help them achieve their full potential. Our students will gain essential skills needed in order to raise healthy children and receive appropriate coursework needed to graduate prepared for contribution to their community, as well as, advancement into higher education and future careers. Our community is stronger with you in it and your passion for providing excellent education to each of the students at LHS is why we hired you. Our students are incredible, and we hope you experience that each and every day. So again, welcome and remember together we are helping students discover themselves and find their pathway to a bright future for generations to come.*



As an employee of LHS, you are receiving this handbook. Please read and become familiar with its contents. This handbook provides you with an overview of various aspects of the employer-employee relationship and allows us to administer benefits and guidelines in an equitable and consistent manner. It is not intended as a formal or complete statement of your rights and responsibilities, nor is it a contract of employment. It is simply a summary of our current plans, policies, procedures, and benefits. Accordingly, we reserve the right to change any of these plans, policies, procedures, and/or benefits at any time, with or without notice. We will endeavor to keep you apprised as any changes are made.

Your handbook is not intended to replace direct, regular communication, but should be a readily available reference on many matters concerning your employment. We hope that after reading this handbook, you will better understand the work environment and the broad range of benefits offered to you as an employee.

This handbook is subject to applicable federal, state, and local law and should be interpreted to comply with applicable law. In the event any statement in this handbook contradicts applicable law, the law applies.

### **Human Resources**

As a small, efficient nonprofit, LHS may choose to outsource certain aspects of the Human Resources function. The Executive Director, Principal, Director of Finance, or

Director of Relational Learning can provide any information an employee requests about third-party providers.

## **II. FAIR EMPLOYMENT PRACTICES**

### **Equal Employment Opportunity**

LHS is committed to equal employment opportunity for all qualified job candidates and employees and expects that all employees support diversity in the workplace.

To this end, no job applicant or employee will be discriminated against or harassed because of race, religion, color, sex, age, disability, national origin, veteran status, sexual orientation or any other characteristic protected by applicable law. Any perceived violation of this policy should be brought to the attention of a supervisor or the LHS leadership team, so that LHS can investigate and remedy the situation as appropriate. LHS prohibits harassment of any individual on the basis of any characteristic listed above. For information regarding the organization's policies for addressing complaints of harassment, please refer to the organization's Harassment policy below. Please also review our policies on Reasonable Accommodation if you need accommodations for a disability or your religious beliefs.

This EEO policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the LHS leadership team, who will report any such notices to the Board of Directors. Employees can raise concerns and make reports without fear of reprisal, harassment, intimidation, threats, coercion or discrimination because they: (1) file a complaint with the organization or with federal, state, or local agencies; (2) assist or participate in any investigation, hearing, or any other activity related to the administration of any federal, state, or local equal employment opportunity statute; (3) oppose any act or practice made unlawful by federal, state, or local law requiring equal employment opportunity; or (4) exercise any other employment right protected by federal, state, or local law or its implementing regulations. Any concerns about retaliation must be promptly reported.

### **Reasonable Accommodation – Disability**

LHS recognizes that employees with physical or mental conditions that significantly limit their major life activities may need reasonable accommodations to enable them to perform their essential job functions. Any employee who believes that he or she needs reasonable accommodation should notify the LHS leadership team. Although the need for accommodation is determined on a case-by-case basis, generally LHS and the employee engage in an interactive process. This process may require input from the employee's healthcare provider to confirm the existence of a disability and its limitations in the workplace and to explore reasonable accommodations. The employee has an obligation to cooperate with the organization in this process, which may include



authorizing the organization to communicate with the employee's healthcare provider concerning the employee's condition, its limitations, and possible accommodations.

### **Reasonable Accommodation – Religion**

LHS will make reasonable accommodations for employees' religious beliefs. An employee should share any suggestions about how we might accommodate his or her religion. The LHS leadership team will explore available reasonable accommodations with the employee's supervisor.

### **Nepotism**

LHS permits the employment of qualified relatives of employees, of the employee's household or immediate family as long as such employment does not, in the opinion of LHS, create actual or perceived conflicts of interest. For purposes of this policy, "qualified relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation, or any member of the employee's household. LHS will use sound judgment in the placement of related employees in accordance with the following guidelines:

Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same department, provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.

Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.

Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines and must alert their supervisors immediately. That is, if in the opinion of LHS a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time. Every attempt will be made to transfer one of the employees to another available position or to reassign their duties. Depending on the positions available, a position at lesser pay may be offered. If this is not feasible, it may be necessary to terminate one of the employees. If termination is necessary, the employees will typically be consulted to determine which of the two will leave.

They will not be allowed in circumstances whereby one employee would have the authority or practical power to supervise, hire, remove, discipline, financially audit work, or approve expenditures for the other.

## Harassment Free Workplace

Workplace harassment will not be tolerated. This includes harassment on the basis of an employee's race, color, creed, religion, sex (including pregnancy, childbirth, or related medical conditions), age, national origin, citizenship, marital status, veteran or military status, medical condition, sensory, physical, or mental disability (including HIV status or use of a service animal), genetic information, sexual orientation (including gender identity), political ideology, whistleblower actions, or any other factor protected by local, state, or federal law. Harassment is a form of discrimination and is an "unlawful employment practice" under Title VII of the 1964 Civil Rights Act. Prohibited harassment includes all derogatory comments about protected groups or individuals. Examples include, but are not limited to:

|                            |                             |
|----------------------------|-----------------------------|
| Written or verbal comments | Physical contact            |
| Unfounded assumptions      | Cartoons, pictures, posters |
| Jokes                      | Pranks                      |
| Innuendoes                 | Gestures                    |

Harassment also includes activities that are derogatory on the basis of an employee's protected class membership and any negative actions based on an employee's participation in activities identified with or promoting the activities of the protected group. At LHS, we take harassing conduct seriously, and this policy is intended to prohibit harassing conduct, even if that conduct does not rise to the level of a violation of the law.

Sexual harassment is harassment that is unwelcome, occurs because of an employee's sex or gender, and interferes with an individual's educational or work performance, or creates an intimidating, hostile, or offensive educational or work environment. It includes unwelcome sexual advances, requests for sexual favors, graphic verbal or written comments about an individual's sex life or body, sexually degrading words used to describe an individual, or other visual, verbal, or physical conduct of a sexual nature. It also includes harassment based on a person's gender, including pregnancy, childbirth, and related medical conditions. Sexual harassment may also include excessive, one-sided romantic advances, such as requests for dates, love notes, gifts, phone calls, and e-mails. The *recipient* of the action defines an "unwelcome advance," and such definitions must be respected by all individuals affiliated with LHS. Sexual harassment may include conduct or communication that involves adult to student, student to adult, student-to-student, adult-to-adult, male to female, female to male, male-to-male, and female-to-female.

Employees are strongly encouraged to report concerns about unwelcome behavior before the situation becomes severe. LHS aims to stop behaviors before they rise to the level of sexual harassment or discrimination. If you believe you are being harassed by fellow employees or others, promptly notify your immediate supervisor. If your immediate supervisor is responsible for the harassment or discrimination, or if for any

other reason you are uncomfortable discussing the matter with your supervisor, you should report the matter directly to the Executive Director as soon as possible.

All employees should be confident that complaints of harassment or discrimination will be promptly and adequately investigated and will be kept confidential except for disclosure reasonably required by the investigation. After the investigation has been completed, prompt and effective corrective action will be taken against anyone found to have violated this policy. Corrective action in each case will depend upon the gravity and circumstances of the offense, and may include termination of employment. LHS will also take whatever action is determined necessary to prevent an offense from being repeated. LHS expressly prohibits any retaliation against any employee who, in good faith, makes complaints or who provides information about possible violations of this policy. Any individual who feels that he or she has been retaliated against for bringing forward a complaint or participating in an investigation should promptly notify the LHS leadership team.

**Non Discrimination Statement:** Lumen HS does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

The following employees have been designated to handle questions and complaints of alleged discrimination:

**Title IX Coordinator**

Name and/or Title: Melissa Pettey  
Telephone Number: 509-606-7888  
Email: [mpettey@lumenhighschool.org](mailto:mpettey@lumenhighschool.org)

**504/ADA Coordinator**

Name and/or Title: Denali Miedema, Special Education Teacher  
Telephone Number: 509-606-7888  
Email: [dmiedema@lumenhighschool.org](mailto:dmiedema@lumenhighschool.org)

**Civil Rights Compliance Coordinator**

Name and/or Title: Shauna Edwards  
Telephone Number: 509-606-7888  
Email: [sedwards@lumenhighschool.org](mailto:sedwards@lumenhighschool.org)  
[Sexual Harassment Policy Link](#)  
[Sexual Harassment Procedure Link](#)

**Gender Inclusive Coordinator**

Name and/or Title: Melissa Pettey  
Telephone Number: 509-953-2320  
Email: [mpettey@lumenhighschool.org](mailto:mpettey@lumenhighschool.org)  
[Gender Inclusive Policy Link](#)

### **III. EMPLOYMENT**

#### **Employee Orientation**

LHS is a collaborative organization whose employees work across functional areas toward the accomplishment of organization goals. As a new employee, formal orientation will include completion of all new hire paperwork and an explanation of the employee benefits package and handbook. Informal orientation will include introductions to key stakeholders related to your position's responsibilities and meetings and work with the LHS team. Any additional or specific questions you may have regarding your role, employment, benefits, or the handbook may be addressed to your supervisor.

#### **Employment-at-Will**

**LHS is an “at-will” employer. Employees may resign from the organization at any time, for any reason, and may be terminated by the organization at any time, for any reason, with or without notice.**

#### **Background and Reference Checks**

LHS is committed to providing a safe environment for its employees and stakeholders. It is also important that the organization protect its funds, property, and other assets. Accordingly, the organization has established hiring guidelines to ensure selection of employees who support our mission.

Before a new employee can begin work, he or she must authorize LHS to check his or her background, including criminal history, Social Security number, employment, education, and references, and credit history, if applicable. All background checks are conducted in compliance with the federal Fair Credit Reporting Act and all other federal state laws, and may include:

Criminal record check: An outside firm will conduct a search of criminal records databases for each state and/or county in which the applicant has lived during the previous seven years. LHS withholds the right to terminate employment or retract any offer of employment if an employee has been convicted of certain criminal or drug offenses. If a disqualifying offense is found in a criminal background check, the employee will be given the opportunity to verify information and correct errors. Any decision to accept or reject an applicant with a conviction is solely at the discretion of LHS.

Employment verification: LHS or an outside firm may verify previous employment listed by the applicant, including dates employed, position(s) held, reasons for departure, eligibility for rehire, and performance information.

Education verification: LHS or an outside firm may verify education listed by the applicant, including dates attended, major(s), and degree(s) earned.

Credit check: An outside firm may obtain a credit report for applicants who are being considered for positions that include fiduciary responsibility and/or access to organization funds or cash. Credit checks will be run only when there is a legitimate, job-related business need. The prospective employee will be made aware that the credit check will occur prior to the check taking place.

All background and reference check information will be treated and protected as confidential.

## **Classifications**

It is vital that both employment classifications and exempt/nonexempt status are correctly identified for each position in the organization. The following table defines the employment classifications for LHS:

| <b>CLASSIFICATION DEFINITION</b> |   |
|----------------------------------|---|
| <b>Regular Full-Time</b>         | <ul style="list-style-type: none"><li>• Regularly scheduled to work 40 or more hours per week</li><li>• Regularly scheduled to work for entire school year</li><li>• Eligible for all benefits</li></ul>        |
| <b>Regular Part-Time</b>         | <ul style="list-style-type: none"><li>• Regularly scheduled to work 16 to 40 hours per week</li><li>• Regularly scheduled to work for entire school year</li><li>• Eligible for limited benefits.</li></ul>     |
| <b>Reduced Part-Time</b>         | <ul style="list-style-type: none"><li>• Regularly scheduled to work 0 to 16 hours per week</li><li>• Regularly scheduled to work for entire school year</li><li>• Generally not eligible for benefits</li></ul> |
| <b>Temporary</b>                 | <ul style="list-style-type: none"><li>• Work a specified time frame</li><li>• Work normally does not exceed six consecutive months</li><li>• Not eligible for benefits</li></ul>                                |

## **Exempt and Nonexempt Status**

Exempt and nonexempt employment status is defined under the Fair Labor Standards Act (FLSA) and applicable state law and is based on the nature of the work and the job responsibilities. Each position at LHS is classified as Exempt or Nonexempt.

- **Exempt Employees**

Those who are not required to be paid overtime under the Fair Labor Standards Act because their positions are classified as executive, administrative, professional, outside sales, or other applicable exemptions.

- **Nonexempt Employees**

Those who are required to be paid overtime for all hours worked in excess of 40 in a workweek under the Fair Labor Standards Act and state law.

LHS adheres to the federal and state regulations that require exempt employees to be paid on a salary basis. Generally, this means that after any applicable type of paid leave is used, an exempt employee's salary is reduced for absences occasioned by personal reasons, illness, or injury. LHS continues an exempt employee's salary during workweeks while the exempt employee is on jury or witness duty or temporary military leave, as long as the exempt employee is still providing services to the organization during part of those workweeks. LHS also limits the use of unpaid disciplinary suspensions for exempt employees to full days. Washington State allows an unpaid disciplinary suspension in increments of less than one week only for violations of safety rules of major significance. Unpaid disciplinary suspensions for non-major safety violations cannot be in less than full-week increments. Exempt employees who are FMLA eligible may have their salaries reduced during workweeks in which they take unpaid FMLA leave, whether in full or partial-day increments.

Any exempt employees who believe that improper deductions have been made from their salaries should bring their concerns to the attention of the LHS leadership team. Such concerns should be shared as soon as they are discovered. The leadership team will investigate the concerns promptly. If improper deductions were made from salaries, LHS will reimburse the employees for any improper deductions. On the same token, if overpayment occurs, LHS will work with the employee to create a timeline for repayment.

### **Immigration and Employment Eligibility**

In compliance with the Immigration Reform and Control Act of 1986, LHS will hire only those individuals who are authorized to work in the United States. All employees will be required to submit documentary proof of their identities and employment authorizations. Employees will also be required to complete and sign the U.S. Citizenship and Immigration Services' form I-9. Form I-9 requires employees to attest that they are authorized to work in the job for which they are hired and that the documents submitted are genuine.

If an employee is authorized to work in this country for a limited period of time, the employee must submit proof of continued employment eligibility and sign another I-9 form before the expiration of the initial period in order to remain employed by LHS.

### **Outside Employment**

An employee may hold a job with another entity as long as the outside employment does not create a conflict of interest and the employee satisfactorily performs his or her job responsibilities with LHS. All employees will be judged by the same performance standards and will be subject to LHS'S scheduling demands and the full performance of their role responsibilities, regardless of any existing outside work requirements.

In accepting outside employment, each employee must avoid any situation that will:

- Adversely impact performance on the job, such as being too tired to perform effectively or being unable to devote the required time and effort to LHS. LHS exempt employees understand that their position may require greater than 40 hours per week on a frequent basis and substantial outside commitments may interfere in such roles.
- Include working in any capacity for an employer offering goods or services that compete with those offered by LHS.
- Be or give the appearance of being a conflict of interest.
- Require responding to telephone, fax, email, or other correspondence during LHS'S regular working hours.

If LHS determines that an employee's outside work creates a conflict of interest and/or interferes with performance or the ability to meet the requirements of LHS as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with LHS. Outside employment will present a conflict of interest if it has an adverse impact on LHS, as determined solely by LHS.

### **Volunteer Work**

LHS is a mission-driven organization and as such, is happy to support LHS- and community-related volunteer work. All conditions noted under Outside Employment apply equally to volunteer opportunities; however, employees are welcome to present volunteer opportunities to the LHS leadership team for consideration should an opportunity become available. As a rule of thumb, volunteer work must not reduce the amount of time an employee devotes to LHS. Volunteer work will present a conflict of interest if it has an adverse impact on LHS, as determined solely by LHS.

### **Personnel Records**

Your personnel files contain information about your employment, such as your employment application and performance reviews. LHS generally regards these files as confidential and limits access to such information. Please contact the LHS leadership team if you would like to review the information in your file. If you disagree with anything in your file, you may add a statement reflecting your disagreement.

### **Verification of Employment**

If we are asked to provide a reference for an employee, we will limit it to the following:

- Position(s) held
- Dates of employment

We will not release any other information concerning employment with us unless the request is in writing and is authorized by the employee. LHS may also require that the employee sign a written release before any information is provided.

## **Updating Personal Information**

Personal information should always be kept up-to-date as it can have an effect on your personal tax status, filings, and employment records. Please make sure the following information is accurate:

- Name, address, and/or home telephone number
- Marital status change: you may need to update your W-4 form and health benefit enrollment forms
- Change in your designated beneficiary
- Newly eligible dependent children: they must be enrolled within 60 days to receive health benefits

## **Career Development**

We strongly encourage employee growth and development; though as a small organization may not maintain ample resources internally. We encourage employees to seek new roles and responsibilities within the organization, on-the-job training when available, and appropriate seminars and training programs available from third parties. Employees looking for additional such opportunities are encouraged to discuss their pursuit with the LHS leadership team.

Employees will be considered for job openings on the basis of many factors, such as demonstrated performance, ability, experience, and training. We prefer to promote from within LHS when possible. However, it may be in LHS's best interest to recruit from the outside. Please let the LHS leadership team know if you are interested in moving into any available positions.

## **Personal Development**

Lumen is a place that values growth for our staff as human beings - both career development and personal development. We encourage employees to take advantage of the staff relational learning opportunities, training opportunities from third parties, self care activities, reflection and personal growth opportunities.

## **Offer Letters (Renewal and Nonrenewal)**

All new employees are given an initial offer letter as a term of employment.

### **Non-Renewal of Offer Letter**

At the time designated by the LHS, a supervisor may recommend Non-Renewal of an employment offer, effective at the end of the current LHS year. The reasons for non-renewal cannot be based on an employee's exercise of Constitutional rights, or based unlawfully on an employee's race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or other legally protected status .



Recommendation for Non-Renewal may be based on any of the following:

- Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communication.
- Failure to fulfill duties or responsibilities. Incompetency or inefficiency in the performance of required or assigned duties.
- Inability to maintain discipline in the classroom or at assigned LHS-related functions.
- Insubordination or failure to comply with official directives.
- Failure to comply with policies or administrative regulations.
- Conducting personal business during LHS hours when it results in neglect of duties.
- Reduction in Force (RIF) because of financial exigency or program change.
- Drunkenness or excessive use of alcoholic beverages; illegal use of drugs, hallucinogens, or other substances.
- The possession, use, or being under the influence of alcohol, alcoholic beverages, marijuana or other drugs and narcotics while on LHS property, working in the scope of the employee's duties, or attending any LHS or LHS-sponsored activity.
- Conviction of a felony or any crime involving moral turpitude.
- Failure by an employee to report his or her indictment, conviction, or deferred adjudication for any felony or any crime involving moral turpitude as required by policy.
- Failure to meet the LHS's standards of professional conduct.
- Failure to comply with reasonable requirements regarding advanced coursework or professional improvement and growth.
- Disability, not otherwise protected by law, which impairs performance of required duties.
- Immorality, which is conduct the LHS determines, is not in conformity with the accepted moral standards of the community.
- Immorality is not confined to sexual matters, but includes conduct inconsistent with rectitude, or indicative of corruption, indecency, or depravity.
- Any activity, LHS-connected or otherwise, because of the publicity given it, or knowledge of it among students, faculty, community, impairs or diminishes the employee's effectiveness in the LHS.
- Reasons specified in individual employment offer letters reflecting special conditions of employment such as but not limited to failure to fulfill requirements for certification.
- Failure to maintain an effective working relationship, or maintain good rapport

with parents, the community, or colleagues.

- A significant lack of student progress.
- Assault on an employee or student.
- Falsification of records or other documents related to the school's activities.
- Falsification of required information on an employment application.
- Misrepresentation of facts to a supervisor.
- Any attempt to encourage or coerce a child to withhold information from the child's parent.

This is a non-exhaustive list that does not change the nature of the at-will employment relationship.

## **Renewal**

Renewal offer letters will be issued at the end of the LHS school year, or at a time designated by the leadership team.

## **EXIT INTERVIEWS**

In a termination or voluntary resignation situation, LHS management typically conducts exit interviews to discuss an employee's reasons for leaving and any other impressions that the employee may have about LHS. During the exit interview, employees can provide insights into areas for improvement that LHS can make. Every attempt will be made to keep all information confidential.

## **Termination**

If you resign, it is important to:

- **Notify your supervisor immediately.** It is preferred that employees provide LHS with written notice of five weeks whenever possible.

It should be noted that:

- Vacation or termination pay does not extend the effective date of termination beyond the last day worked.
- Your final paycheck(s) will be processed with the normal pay schedule. For employees whose typical position assignment does not require working after the end of the school year and the employee terminates after the end of the school year, paychecks will generally continue through the summer with the final paycheck being August 31 of that year.
- Health, Dental, Vision, Short-Term Disability and Long-term Disability benefits extend to the last day of the month in which your employment ended. For employees whose typical position assignment does not require working after the end of the school year and the employee terminates after the end of the school year, health benefits will generally extend to August 31 of that year.

- All property belonging to LHS must be returned on or before your final day of work and LHS must be notified immediately if your contact information changes after your departure. This property includes any items purchased or received through donations or crowd-funding platforms while working at LHS.

## **IV. COMPENSATION**

### **Pay Practices**

Our objective is to pay fair and reasonable wages to all employees in accordance with their job knowledge, quality and quantity of work performed, dependability, cooperation and job responsibility.

Your pay is determined by several factors, such as job responsibilities, performance, and market rate for jobs requiring similar experience, training and skills.

Each employee's hourly wage or annual salary will be reviewed at least once each year. The employee's review date will usually be conducted on or about the end of the LHS school year. Such reviews may be conducted more frequently for a newly created position, or based on a recent promotion.

Increases will be determined on the basis of performance, adherence to company policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals. Changes to the amount of an employee's wage or salary will become effective on the first regular pay period following the change or a later date as indicated by LHS.

Every effort is made to avoid errors in your paycheck. Employees who believe an error has been made should notify LHS leadership and the finance team immediately. They will take steps to research the problem and endeavor to make any necessary corrections by the next regular pay day.

### **Pay Days**

LHS's pay frequency (pay period) is monthly. If you are being paid on an hourly basis, your paycheck will reflect pay for the number of hours worked from the 16th of the previous month to the 15th of the current month. If you are being paid on an annualized basis, your salary will be paid in equal payments each pay period.

The workweek is from Monday to Sunday. Paydays are the last banking day of each month. If payday falls on a weekend or holiday, you will be paid on the last banking day preceding the weekend or holiday.

### **Time Sheets (hourly employees only)**

For hourly employees, timesheets are LHS'S way of keeping track of actual hours worked so that you will be paid correctly. Your responsibility is to:

- Complete your timesheet, indicating hours worked

- Review your timesheet
- Obtain your supervisor's approval
- Turn it in to your supervisor on the 15<sup>th</sup> of each month

### **Parking/Bus Pass**

LHS will provide a STA bus pass for each full-time employee. In lieu of a bus pass, an employee may elect to receive a Shuttle Park pass from STA which allows them the opportunity to park their vehicle in the Arena lots. Those who choose neither of those options will be provided a monthly stipend of \$60.

LHS will collaborate with part-time employees regarding parking and/or bus transportation to and from work. The selection of the option will be based both on overall cost as well as practicality and convenience.

### **Payroll Deductions**

Two kinds of deductions are made from your earnings:

- Those required by law, including federal and, where applicable, state withholding taxes, Social Security/Medicare taxes (an amount determined each year and matched equally by LHS), contributions to state retirement plans, employee contributions for health insurance (if qualified), and, by court order, garnishments/wage levies as required in the settlement of certain legal matters.
- Those authorized by you, such as contributory benefit plans, charitable donations, etc.

### **Automatic Payroll Deposit**

As a service to you, we have implemented a system whereby payroll checks will be automatically deposited into your bank account(s). You may have all or part of your check directly deposited into your bank account(s) or split your pay to more than one account. An online pay statement will still be available for you, indicating the amount of your earnings, all deductions and the deposit(s) made. We use this service as it is a more secure, reliable method to ensure that your pay is available on a timely basis. You will be provided with the needed forms to utilize this service during the on-boarding process. Please contact the LHS leadership team if you have additional questions.

### **Holiday Pay (hourly and 260-day exempt employees only)**

To receive holiday pay, hourly non-exempt and 260-day exempt employees must work the entire scheduled day before and after the holiday. Prearranged, approved paid PTO time or unexpected verified illness will be classified as time worked to determine holiday pay eligibility.

## **Policies Regarding Extra Hours**

Fluctuations in LHS'S work schedule may require your supervisor to ask you to work additional hours such as; LHS tutoring, Back-to-LHS Night, Parent-Teacher Conferences, and other LHS events.

### **Nonexempt Employees (hourly employees)**

Nonexempt employees who are eligible for overtime pay, according to the Fair Labor Standards Act (FLSA) or their state's law, will be paid at one and one-half times their regular hourly rate for hours worked in excess of 40 in a defined workweek. With mutual agreement by the employee and LHS, employees can choose to use overtime hours as compensatory time off within the same pay period. This time off accrues at 1.5 times the number of overtime hours worked. Holiday, sick leave and PTO hours will not be considered time worked for purposes of calculating overtime pay. In all cases, prior supervisor approval is required to work overtime.

Your cooperation in adjusting to changes in your work hours due to fluctuating work requirements is appreciated. Any request you may have for an adjustment to your work schedule should be discussed with your supervisor. We reserve the right to establish different workweeks in different work groups.

### **Exempt Employees (salaried employees)**

Exempt employees are generally professional positions and such roles often require employees to work more than 40 hours in a given week. Compensation for this expectation is included in an exempt employee's salary rate and such employees are not eligible for overtime by law and will not be paid for overtime. Exempt employees are expected to work the hours necessary to perform their job duties.

Your cooperation in adjusting to changes in your work hours due to fluctuating work requirements is appreciated. Any request you may have for an adjustment to your work schedule should be discussed with your supervisor. We reserve the right to establish different workweeks in different work groups.

## **Meal Time and Breaks**

All employees are entitled to a 30-minute unpaid meal break if they work more than five hours in a day. Your meal break consists of 30 minutes of uninterrupted time off, and you will be completely relieved of duties for the time allowed. Your supervisor is responsible for approving the scheduling of this time.

In addition, hourly employees will receive one ten-minute paid break for every four hours worked. This time will also be scheduled by your supervisor each day.

## **Inclement Weather and Natural Disasters**

The LHS leadership team has the authority to close LHS. If there is a question about whether the facility will remain open, you should call the leadership team in advance of your starting time.

If you are reluctant to drive in threatening weather, you are encouraged to carpool with others whose vehicles might be better equipped to handle the conditions, or to use public transportation. You are encouraged to make every effort to arrive at work on time whenever the facility is open. Employees who do not report to work when the facility is open must use PTO time or take an unpaid day. That said, LHS strongly values employee personal safety and concerns should be discussed with the LHS leadership team.

**LHS will typically follow the lead of SPS when it comes to inclement weather events but not always. We will post updates to our Facebook, Instagram, and use other staff communication methods as available to ensure accurate information.**

### **Travel Time (hourly employees only)**

LHS compensates nonexempt employees for business travel. Following are some of the criteria that establish what is - and what is not - business travel. Check with your supervisor if you have any questions regarding travel time.

- Time spent in ordinary travel to and from work is not considered hours worked and is not paid.
- When travel to a temporary job site is required, such time may be paid if you are a nonexempt employee who is: (1) required to report to your regular office at the beginning or end of the day; (2) required to perform work for LHS while traveling; or (3) required to drive an organization vehicle or transport other workers to a temporary job site.
- Paid hours for travel to out-of-town meeting and conferences typically follows the pay that you would receive for a regular work day. Connect with your supervisor or Human Resources prior to traveling for clarification for a specific situation.

All employees who operate vehicles in connection with their employment with us must possess valid driver's licenses and sign forms authorizing LHS to examine their driving records.

## **Performance Evaluations**

LHS is committed to maintaining productive working relationships with all employees through frequent feedback on a formal and informal basis. Feedback includes knowing what is expected and how current performance is meeting the standards, goals, and expectations set.

The performance review process is designed to assist employees in their professional development by providing feedback on their performance, identifying areas for employee development and growth, and assisting in performance management. It is based on the underlying philosophy that employee engagement improves performance.

LHS evaluations may include confidential feedback from co-workers, managers, and other employees. The results of these evaluations will include both a celebration of an employee's strengths, identifying areas of growth, and goals for the subsequent year.

Instructional coaching from the principal will happen using the [Lumen Growth Rubric](#) as well as the criteria developed through [OSPI](#).

### **Employees' Responsibility**

Your career development depends on effective performance in your current job and taking the initiative to continue your growth.

A performance evaluation provides an opportunity for honest and productive conversations about your job performance and goals. Evaluation is a collaborative process between you and your supervisor. If expectations are not clear, be sure to ask questions until they are clear. Your annual goals and evaluations should reinforce your job description. At times, your job description may need alteration and this should be discussed with the LHS leadership team.

The performance review process requires employee participation. You may be asked to submit a self-evaluation of your performance to your supervisor. This will help to ensure that you have input into the performance evaluation process as you highlight your perception of your accomplishments and desires for future development. Performance evaluation is a cooperative process.

Using the Lumen Growth rubric staff will participate in a self and staff evaluation - 2 times a year, use data and feedback to create future professional development opportunities, participate in peer to peer coaching, and have an observation tool for leadership to see growth and development.

<https://docs.google.com/document/d/1vTZm7J6en90wfCoy8qcwW-AH9GGVdL5GXbpqJLzifNc/edit?usp=sharing>

### **Management's Responsibility**

Supervisors share the responsibility for staff development by setting expectations for performance and monitoring employee progress. Supervisors will typically conduct performance evaluations annually. Supervisors will arrange an initial meeting to reach a mutual understanding of the responsibilities, duties, goals, and behaviors upon which your performance will be evaluated. The purpose of the formal evaluation is to review progress toward previously established goals, develop and discuss new goals, and

determine individual career development. Frequent, ongoing feedback throughout the year is important for improved performance and growth.

You will be asked to sign the review form verifying that you participated in the evaluation and discussion. You will be encouraged to submit comments about the appraisal, which will become part of the record. If you disagree with the performance review, you may discuss the differences with your supervisor in an effort to reach a mutually satisfactory resolution.

### **Reimbursed Expenses**

LHS recognizes that employees may be required to travel or incur other expenses from time to time to conduct business and to further the mission of this non-profit organization. The purpose of this Policy is to ensure that:

- (a) adequate cost controls are in place
- (b) travel and other expenditures are appropriate
- (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by employees

It is the policy of LHS to reimburse only reasonable and necessary expenses actually incurred by employees.

### **Qualification of Expenses**

When incurring business expenses, LHS expects employees to:

- (a) Obtain prior approval from their supervisor before incurring the expenses.
- (b) Exercise discretion and good business judgment with respect to those expenses.
- (c) Be cost conscious and spend LHS's money as carefully and judiciously as the individual would spend his or her own funds.
- (d) Report expenses with supporting documentation.

Expenses must be submitted timely in order for the employee to receive reimbursement.

Submission requirements are applicable to both employees seeking reimbursement for their expenditures, as well as those who have access to a LHS credit card. Paying for expenses on a LHS credit card shall not be used to circumvent these requirements.

### **Local Travel**

For the purpose of this Policy, local travel shall be considered any travel within the Spokane region (i.e. close enough that an overnight stay is not included). In these instances, LHS will reimburse employees for reasonable parking expenses incurred. Parking/speeding/toll-violation tickets will not be reimbursed.



Mileage: Employees traveling in excess of 50 miles one day, 25 miles each on consecutive days, or 25 miles greater than 4 times in one calendar month, may request to the Finance Team for additional consideration. Factors such as the reason for the travel, frequency, and current budgetary status will be considered.

*Note: Miles traveled in excess of one's normal daily commute are tax deductible to the employee at rates determined by the IRS to the extent that they have not been reimbursed by the employer. Please keep note of all such miles traveled and be sure to include on your itemized personal income tax deductions!*

Employees using their own vehicle for organization business must agree to maintain, at all times, automobile liability and property damage insurance covering the employee's own car and any other car that may be used in the conduct of his or her business.

LHS requires third-party organizations to have liability coverage that is a minimum of \$1,000,000, property damage coverage be a minimum of \$100,000, and reserves the right to see proof of such insurance.

### **Overnight Travel – Airfare/Transportation**

Fares and hotels should be booked as soon as is reasonable after travel dates are confirmed. LHS will pay for Coach-class tickets; any upgrades can be purchased by employees personally. Extraordinary ticket prices will be reviewed and may not be reimbursable.

Other methods of travel (rail, personal vehicle mileage) will be 100% reimbursable to the degree they are cheaper than airfare to the same destination.

LHS will pay a meal allowance for employees who are traveling on an approved overnight trip. Employees will be paid this allowance individually when traveling as a group. LHS will use amounts published in current guidelines by the US General Services Administration.

Expenditures for lodging costs which exceed guidelines published by the US General Services Administration are reimbursable only with approval by the employee's supervisor prior to costs being incurred.

### **Additional Reminder**

LHS maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. Expenses that are not reimbursable include, but are not limited to:

- (a) Travel insurance
- (b) First class tickets, upgrades, or excessive baggage fees
- (c) Movies, liquor or bar costs

- (d) Valet service
- (e) Toiletry articles
- (f) Overnight travel without prior approval

## V. BENEFITS

### Benefit Programs

The following table summarizes your benefit package and eligibility requirements. The benefits described in this guide can be modified by LHS and/or the School Employees Benefits Board. Employees will be informed about all changes to their benefit package. *The official plan documents supersede this summary; please refer to them for more detailed information.*

| Benefit Plans<br>Coverage Effective Date  | Emps<br>Working<br>>630<br>Hours<br>per Year | Emps<br>Working<br><630<br>Hours<br>per Year |
|---|--|--|
| <b>Medical/Rx</b><br>Typically effective on the first of the month after Hire Date.   | X  |  |
| <b>Dental</b><br>Typically effective on the first of the month after Hire Date.   | X  |  |
| <b>Vision</b><br>Typically effective on the first of the month after Hire Date.   | X  |  |
| <b>Basic and Supplemental Life and Accidental Death &amp; Dismemberment Insurance</b><br>Typically effective on the first of the month after Hire Date.   | X  |  |
| <b>Basic and Supplemental Long-Term Disability</b><br>Typically effective on the first of the month after Hire Date.  | X  |  |
| <b>Flexible Spending Plan (Section 125)</b><br>Typically effective on the first of the month after Hire Date. <ul style="list-style-type: none"> <li>• Health Care Reimbursement Account</li> <li>• Dependent Care Reimbursement Account</li> <li>• Premium Payment Plan (premiums will automatically be deducted pre-tax unless otherwise specified)</li> <li>• Enrollment limited to new employees, open enrollment, and qualifying events</li> </ul> | X  |  |
| <b>Employee Assistance Program (EAP)</b><br>Eligible on Date of Hire  | X  | X  |
| <b>DRS Retirement Plan</b><br>Eligible on Date of Hire  | X  | Typically ineligible                         |
| <b>Paid Time Off</b><br>Effective Date of Hire  | Prorated                                     |  |
| <b>Sick Leave</b>   | Prorated                                     | Prorated                                     |

|   |          |  |
|---|----------|--|
| Effective Date of Hire                    |          |  |
| <b>Holidays</b><br>Effective Date of Hire | Prorated |  |

## Eligibility for Health Benefits

You are eligible for insurance benefits if you are a regular employee who is scheduled to work at least 630 hours during the year. Coverage for a new employee begins on the first day of the month following the date of hire. If you are ineligible for benefits when you are hired, then move into benefit-eligible status, the same waiting period applies.

Eligible members of your family may also participate. They include the following:

- Your spouse
- Domestic partner
- Dependent children under age 26 (unmarried and tax dependents of the subscriber)
- Disabled children may be eligible, regardless of age, if approved by the insurance organization
- Subject to dependent verification

You may enroll your family when you are first hired. Their coverage will begin when your coverage begins. If you do not enroll eligible dependents at the time of hire, you have only two options available to you to obtain coverage. They are:

1. Annual Renewal, which is in the fall each year to be effective January 1, or
2. Qualifying Events, examples of which include marriage/divorce, birth or adoption of a child, spouse's new coverage or loss of coverage through their employer, and others (please contact the LHS leadership team if you believe you have or will have a qualifying event). When specified, you will need to provide proof of the qualifying event. Acceptance under this option is at the discretion of the School Employees Benefits Board.

***For more specific details about the health care benefits, please refer to a summary of the health care benefits and the official plan document on the School Employees Benefits Board website.*** In case of a conflict between the employee handbook, the benefit summary sheet and/or the official contracts and documents, the official documents will govern.

LHS reserves the right to modify, add to, or eliminate any of the benefits offered at any time. We will keep you informed about all changes to your benefit package.

## Benefit Premium Payments

There may be shared premium payments between the employee and LHS for the health insurance benefits. The employee's cost share is determined by the benefit elected and any premium changes at the renewal of the insurance contract. Please

contact the School Employees Benefits Board website or LHS leadership team for current information.

If you choose to enroll in benefits and have premium payment responsibility, you will be charged the cost of these benefits through regular payroll deductions.

**Medical Benefits**

You have a choice in selecting medical coverage for yourself and your dependents. The medical plans offered cover medically necessary services and supplies as outlined in the plan booklet. Prescription drugs are included in each medical plan. Please refer to the benefit summary for a description of each medical plan.

**Dental Benefits**

The dental plan covers reasonable and customary charges associated with diagnostic and preventive services, for which no deductible is required. Other dental services covered by the plan are subject to an annual deductible. After you pay your deductible, the plan will pay a percentage of the reasonable and customary charges for other services. These are only the highlights of your dental plan; *for more information, please refer to the plan summary.*

**Vision Benefits**

You have a choice in selecting vision coverage for yourself and your dependents. The vision plans offered cover medically necessary services and supplies as outlined in the plan booklet. Please refer to the benefit summary for a description of each medical plan.

**COBRA - Continuing Health Benefits**

If your health benefits end due to a "qualifying event" for you and/or your dependent(s), you may continue the same coverage you had as an active employee for a period of time. The federal law that permits this extension of coverage is known as the Consolidated Omnibus Budget Reconciliation Act, commonly referred to as *COBRA*.

If you qualify, you and your dependents may choose COBRA coverage under School Employees Benefits Board plans. To preserve your rights under COBRA, you must submit notification within 60 days of a qualifying event (which may include a reduction in hours of work, divorce, employment termination, or a covered dependent ceasing to be a dependent). While you continue coverage under COBRA, your health benefits provide the same features of coverage as those for active employees.

Following is information about qualifying events and length of coverage:

| Qualified Beneficiary | Qualifying Event | Length of Continuation |
|-----------------------|------------------|------------------------|
|-----------------------|------------------|------------------------|

|                                      |  |  |
|--------------------------------------|--|--|
| Employee and/or covered dependent(s) | <ul style="list-style-type: none"> <li>• Voluntary or involuntary termination of employment (except for gross misconduct), including retirement</li> <li>• Reduction of hours</li> </ul>   | 18 months<br><br>29 months if due to employee/dependent disability |
| Covered dependent(s)                 | <ul style="list-style-type: none"> <li>• Death of employee</li> <li>• Divorce or legal separation</li> <li>• Dependent child ceases to qualify as a dependent under the plan (limiting age)</li> <li>• Active employee becomes entitled to Medicare</li> </ul> | 36 months  |

### **Basic and Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**

Basic life and AD&D coverage is provided free of charge to you. You have the option to elect voluntary life and AD&D coverage's for yourself and/or your dependents. Refer to the benefit summary for a description of each plan and associated costs.

### **Long-Term Disability Insurance**

The long-term disability plan provides income to you if you become disabled due to an illness or injury. Basic coverage is provided to you and you have the option to elect additional voluntary coverage. Refer to the benefit summary for a description of each plan and associated costs.

### **Flexible Spending Plan - Section 125**

If you qualify for health benefits, this program offers you a tax-free avenue to pay for eligible health and dependent care. Your contributions are exempt from federal, state (in most cases), and Social Security taxes. Please consult the summary plan document for more specific information about eligible expenses and enrollment. This program includes the following options:

- Health Care Reimbursement Account: The Health Care Reimbursement Account allows you to use pre-tax dollars to pay for out-of-pocket expenses that are not covered by the health care program. This is a good way to pay for routine and expected costs before taxes are calculated. Some of the health expenses that you may fund through this plan include, but are not limited to, the cost of deductibles, co-insurance amounts, orthodontic care, prescription drugs, hearing aids, medical equipment, and chiropractic care.
- Dependent Care Reimbursement Account: The Dependent Care Reimbursement Account allows you to use pre-tax dollars to pay for eligible dependent expenses. You may elect to use this program to cover daycare expenses, rather than taking the tax credit on your annual tax return.

- Adoption Expense Reimbursement Account: An Adoption Expense Reimbursement Account allows you to use pre-tax dollars to pay for eligible adoption expenses. We do not currently have this option available, however we are willing to research options if the need arises and the benefit is requested.

Please contact the School Employees Benefits Board website or LHS leadership team for more information about eligible expenses and the reimbursement process.

### **Employee Assistance Program (EAP)**

The EAP is a confidential counseling and referral resource located outside the workplace so that you and your family members can resolve personal problems before they become job performance issues. An EAP can help with a variety of problems, including, but not limited to:

- |                        |                                 |
|------------------------|---------------------------------|
| • Stress               | • Alcohol/drug(substance) abuse |
| • Anxiety/depression   | • Domestic violence             |
| • Parenting            | • Work-related issues           |
| • Financial Consulting | • Legal Consultation            |

Through a single phone call, you can immediately schedule an in-person assessment consultation with a qualified counselor in your area. Your initial assessment consultation will provide an opportunity for you and a counselor to identify your problem and discuss possible solutions. After the initial assessment consultation, your counselor may make a referral for continued care. You are allowed three visits per incident through this program at no cost to you. Continued care may be at an additional cost to you, but may be covered, in part, by your insurance.

The EAP also offers one hour per issue per year of legal and financial services (face-to-face or telephone consultation). After the initial hour, discounted hourly fees are offered for legal or financial services.

### **DRS Retirement Plans**

Most school district employees are covered by retirement plans administered by the Washington Department of Retirement Systems (DRS). Any employee who is eligible is required to participate, however there are options in some areas depending upon which plan covers the employee. Typically any employee who works more than 70 hours per month and more than 5 months per year is eligible.

Certificated employees participate in the Teachers Retirement System (TRS) while classified employees participate in the School Employees Retirement System (SERS). Each of these systems have three different plans with different characteristics. If you are already a part of one of those plans, you will continue to participate in that same plan. If you are new to TRS or SERS then you will be able to select between plan 2 and plan 3.

Plans 1 and 2 for both systems provide a traditional pension. There are different factors, however the monthly amounts paid to retirees depend on an average of their highest years of earnings, the number of years that they participate and the age when they retire. Both are funded by “contributions” from both employers and employees at rates that are set by the State of Washington. Plan 3 for both systems has a component that is a traditional pension, however it is lower than the other plans. It is funded with employer contributions. The employee will make contributions, but has some options about the amount to contribute. This part of the plan is more like a deferred compensation account. The amount available to the employee is dependent upon the amount that the employee contributes along with investment earnings credited to the employee’s account. All employee deductions are pre-tax and reduce taxable earnings.

For more information, please visit the State of Washington Department of Retirement Services website.

### **Deferred Compensation**

A deferred compensation account is similar to a 401(k) retirement plan and our plan is also administered by DRS. Your contributions are tax deferred. As with a 401(k) plan, there are many advantages to a deferred compensation account, including:

- Self-managed investment funds
- Deferred taxes on your contributions
- Convenient payroll deductions

Caution! This plan's tax breaks are meant to give you an incentive to save for your retirement. So keep in mind that federal law strictly limits access to your plan contributions before you reach retirement age.

### **Employee Contributions**

When you enroll, you are able to choose how much you want to contribute, up to the IRS annual limit. Your contributions are deducted from your paycheck before federal income taxes are withheld and reduce earnings subject to income tax.

The IRS limits the annual dollar amount that you are able to deposit into tax-deferred retirement plans. This dollar limit may change from one year to the next. The payroll system recognizes when you have reached the limit, and deductions will automatically stop.

You may stop your deferred compensation deduction at any time.

### **When Participation Ends**

Continued deductions for the plan will end on the day you leave LHS for any reason, including termination, retirement, and disability, or otherwise cease to be an eligible employee. However funds that you have deposited into the deferred

compensation account will remain in your control and you are able to move those to other qualified plans. Disposition of funds in the pension plans are dependent upon their plan rules.

### **Your Beneficiary**

When you enroll in the plan, you will name a beneficiary who will receive the vested balance of your plan account if you die. Your beneficiary can be anyone you want.

Opening and management of your account will be explained as part of onboarding and any questions should be addressed to the LHS leadership team.

### **Educational Assistance**

When resources allow, LHS offers reimbursement for certain educational costs, which benefits both LHS and your career. Educational courses should be directly related to improving your skills or knowledge and should have a measurable impact on your contribution to LHS. Annual education reimbursements will not exceed \$1000 per eligible employee. Employees are allowed to carry over this budget up to one year to pay for larger conferences.

Educational assistance benefits will be subject to budget considerations and will require prior management approval. Courses, symposiums or conferences must be directly related to your current position or to other positions that are applicable to LHS.

The eligibility requirements for educational assistance are as follows:

- You must be a regular, full-time employee with LHS.
- You must have demonstrated satisfactory performance/employment with LHS.
- Time spent on courses will be outside of scheduled work hours, when possible, and will not be considered paid time worked.

### **Workers' Compensation Insurance**

If you are injured on the job or contract an occupational disease, you may be entitled to medical care and wage replacement (time-loss) benefits through the workers' compensation insurance provided by LHS. A portion of this premium will be paid by you through payroll deduction, as provided by state law.

If you suffer an on-the-job injury or become aware that you have contracted an occupational disease, you must notify the LHS leadership team as soon as possible and complete an accident report.

### **Social Security/Medicare**

As you are aware, the federal government requires you to contribute a portion of your wages to Social Security/Medicare, which is designed to provide you with income and medical benefits when you retire or become disabled. This deduction is a percentage



of your annual compensation, up to a predetermined amount. LHS also contributes a matching amount to this program on your behalf.

### **Unemployment Insurance**

Unemployment Insurance is a federal/state program that provides some compensation to workers who are temporarily and involuntarily unemployed. LHS contributes to this program on your behalf with each payroll.

For more information regarding this benefit, contact the LHS leadership team or your local Employment Security Office.

### **Washington Cares Insurance**

Washington Cares is a state program that provides some funds for long-term care to workers who need services as they age or become disabled. The program is funded with deductions from employees contributed to this program on your behalf with each payroll.

For more information regarding this benefit, contact the LHS leadership team or your local Employment Security Office.

### **Washington Family Medical Leave Insurance**

Washington Family Medical Leave is a state program that provides some compensation to workers who are temporarily out of work due to medical needs. Both employers and employees contribute to this program on your behalf with each payroll.

For more information regarding this benefit, contact the LHS leadership team or your local Employment Security Office.

### **Questions?**

Since this section of your employee handbook provides only plan highlights, please refer to your Employee Benefit Plan books for more details.

## **VI. TIME OFF**

### **Paid Time Off (PTO)**

Salaried Employees - At the beginning of the year school-year exempt and administrative staff will be allotted the following annual leave amounts. All of the following information is assumed per 1.0 FTE. Any employee working less than full-time will receive a prorated amount per their contract. Additionally, staff hired after September will receive a prorated amount when they are hired.

- Personal Leave (school-year) -
  - 24 hours (3 days) to be used at the employee's discretion. This bank of time may be used for any purpose.

- Up to 16 hours (2 days) will be allowed to be rolled over to the following school year.
- Personal leave must be requested and approved by your supervisor 3 weeks in advance.
- Personal Leave (260-day) -
  - 224 hours (28 days) to be used at the employee's discretion. This bank of time may be used for any purpose.
  - Up to 40 hours (5 days) will be allowed to be rolled over to the following school year.
  - Personal leave must be requested and approved by your supervisor 3 weeks in advance.
- Sick Leave (Illness, Injury or Emergency) -
  - 56 hours (7 days) to be used when the employee is unable to perform their duties because of personal illness, injury or disability.
  - Up to 40 hours (5 days) of the annual allotment may be rolled over into the following school years for a total of 12 days to be banked at any one time.
  - Employees should submit their positive Covid test if they are absent due to the illness. At the end of the year, they will be granted additional hours of sick leave if their sick leave balance is below zero and they were absent due to COVID. The additional hours added will be the lower of the negative accrual balance, the actual leave due to COVID or 5 days.
  - The Paid Sick Leave Accrual Year is September to August.
  - Paid Sick Leave may be used for the following:
    - An employee's mental or physical illness, injury or health condition;
    - Preventive care such as a medical, dental or optical appointments and/or treatment;
    - Care of a family member with an illness, injury, health condition and/or preventive care such as a medical/dental/optical appointment;
    - Closure of the employee's place of business or child's school/place of care by order of a public official for any health-related reasons;
    - If the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking.
  - Authorized use of paid sick leave for domestic violence, sexual assault, or stalking includes:
    - Seeking legal or law enforcement assistance or remedies to ensure the health and safety of employee's and their family members including, but not limited to, preparing for, or participating in, any

civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking.

- Seeking treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking.
- Attending health care treatment for a victim who is the employee's family member.
- Obtaining, or assisting the employee's family member(s) in obtaining, services from: a domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault, or stalking.
- To obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking.
- Participating, for the employee or for the employee's family member(s), in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.
- For purposes of this policy, "Family member" is defined as a child or parent (including biological, adopted, foster, step or legal guardian), a spouse, registered domestic partner, grandparent, grandchild, sibling, aunt, uncle, cousin, and spouse's sibling, parent or grandparent.
- Retaliation for use of Paid Sick Leave is prohibited.

Regular Full-Time and Regular Part-time Hourly Employees - At the beginning of the year hourly staff will be allotted the following annual leave amounts. All information following is based on full-time work of 40 hours/week, unless otherwise noted. Any employee working less than full-time will receive a prorated amount per their assignment. Additionally, staff hired after September will receive a prorated amount when they are hired.

Staff members who do not work a fixed schedule but are anticipated to work more than 630 hours per year will have their allowances granted monthly based on their total hours paid. 1,536 hours will be treated as the total annual hours for a full-time position.

- Personal Leave
  - 24 hours (3 days) to be used at the employee's discretion. This bank of time may be used for any purpose, but needs to be pre-approved by your building's principal prior to accessing these days.
  - Up to 16 hours (2 days) will be allowed to be rolled over to the following school year.
  - Personal leave must be requested and approved by your supervisor 3 weeks in advance.
- Paid Sick Leave (Illness, Injury or Emergency)

- To be used when the employee is unable to perform their duties due to reasons stated below.
- 52 hours (6.5 days) to be used when the employee is unable to perform their duties because of personal illness, injury or disability.
- Up to forty (40) hours (5 days) of the annual allotment may be rolled over annually.
- The Paid Sick Leave Accrual Year is September to August.
- Paid Sick Leave may be used for the following:
  - An employee's mental or physical illness, injury or health condition;
  - Preventive care such as a medical, dental or optical appointments and/or treatment;
  - Care of a family member with an illness, injury, health condition and/or preventive care such as a medical/dental/optical appointment;
  - Closure of the employee's place of business or child's school/place of care by order of a public official for any health-related reasons;
  - If the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking.
- Authorized use of paid sick leave for domestic violence, sexual assault, or stalking includes:
  - Seeking legal or law enforcement assistance or remedies to ensure the health and safety of employee's and their family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking.
  - Seeking treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking.
  - Attending health care treatment for a victim who is the employee's family member.
  - Obtaining, or assisting the employee's family member(s) in obtaining, services from: a domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault, or stalking.
  - To obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking.
  - Participating, for the employee or for the employee's family member(s), in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.

- For purposes of this policy, “Family member” is defined as a child or parent (including biological, adopted, foster, step or legal guardian), a spouse, registered domestic partner, grandparent, grandchild, sibling, aunt, uncle, cousin, and spouse’s sibling, parent or grandparent.
- Retaliation for use of Paid Sick Leave is prohibited.

#### Reduced Part-time Hourly Employees -

- Personal Leave
  - Reduced Part-Time Hourly Employees are not granted personal leave.
- Paid Sick Leave (Illness, Injury or Emergency)
  - To be used when the employee is unable to perform their duties due to reasons stated below.
  - 1 hour of paid sick leave is accrued for every 40 hours of time worked and can be used when the employee is unable to perform their duties because of personal illness, injury or disability.
  - Up to forty (40) hours (5 days) of the annual allotment may be rolled over annually.
  - The Paid Sick Leave Accrual Year is September to August.
  - Paid Sick Leave may be used for the following:
    - An employee’s mental or physical illness, injury or health condition;
    - Preventive care such as a medical, dental or optical appointments and/or treatment;
    - Care of a family member with an illness, injury, health condition and/or preventive care such as a medical/dental/optical appointment;
    - Closure of the employee’s place of business or child’s school/place of care by order of a public official for any health-related reasons;
    - If the employee or the employee’s family member is a victim of domestic violence, sexual assault, or stalking.
  - Authorized use of paid sick leave for domestic violence, sexual assault, or stalking includes:
    - Seeking legal or law enforcement assistance or remedies to ensure the health and safety of employee's and their family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking.
    - Seeking treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking.
    - Attending health care treatment for a victim who is the employee's family member.

- Obtaining, or assisting the employee's family member(s) in obtaining, services from: a domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault, or stalking.
  - To obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking.
  - Participating, for the employee or for the employee's family member(s), in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.
- For purposes of this policy, "Family member" is defined as a child or parent (including biological, adopted, foster, step or legal guardian), a spouse, registered domestic partner, grandparent, grandchild, sibling, aunt, uncle, cousin, and spouse's sibling, parent or grandparent.
  - Retaliation for use of Paid Sick Leave is prohibited.

### **Key Guidelines:**

- You must receive approval from the LHS leadership team prior to taking planned PTO, except in cases of emergency or illness.
- If you use Paid Sick Leave for three (3) consecutive work days, LHS may request verification regarding the absence.
- PTO will not be considered time worked for purposes of calculating overtime or accrual of Paid Sick Leave (Hourly employees only).

### **Holidays (hourly and school-year exempt employees only)**

The following days are recognized as paid holidays for all hourly employees regularly scheduled to work 16 or more hours a week:

- |                               |                          |
|-------------------------------|--------------------------|
| • New Year's Day              | • Thanksgiving Day       |
| • Martin Luther King, Jr. Day | • Day after Thanksgiving |
| • Presidents' Day             | • Christmas Eve Day      |
| • Memorial Day                | • Christmas Day          |
| • Labor Day                   | • New Year's Eve Day     |
| • Veterans Day                |                          |

Additionally, the Fourth of July is a holiday for 260-day employees. Juneteenth is a day where the school is not operating and is a paid holiday for employees who are scheduled to work after the last day of school.

### **Key Guidelines:**

- **Regular full-time employees** will receive 8 hours of holiday pay.
- Regular part-time employees who are regularly scheduled to work less than 40 hours per week will receive prorated holiday pay based on their average weekly scheduled hours divided by 40.
- To be eligible for holiday pay, you must be in active status the day before and the day after a holiday (i.e., your first day of employment will not be scheduled on a holiday, nor will your last day of employment will be scheduled on a holiday).
- When a holiday falls on a Saturday, the preceding Friday is observed as the holiday. When a holiday falls on a Sunday, the following Monday is observed.

### **Family and Medical Leave (FMLA)**

After twelve months of employment with LHS, an employee who has worked at least 1,250 hours in the twelve months preceding the commencement of the leave is eligible for up to twelve weeks of unpaid leave during a twelve-month rolling period. The twelve-month rolling period is measured forward from the date when the most recent family/medical leave began. This leave will be administered according to regulations governing the federal Family and Medical Leave Act of 1993 (FMLA).

Leave may be taken for the following reasons:

- The birth of a child
- The placement of a child for adoption or foster care
- To care for a spouse, child, or parent with a serious health condition
- Your own serious health condition
- Military Exigency Leave: for urgent needs related to a relative's (spouse, child, or parent) deployment to a foreign country or call to active duty from the military reserves

**Military Caregiver Leave:** A 26-week period of unpaid leave within a 12-month period may be available to an FMLA-eligible employee whose relative (spouse, child, parent, or relative for whom the employee is next of kin) has incurred a serious illness or injury while serving on active duty in the U.S. military. The service member or veteran must be receiving medical treatment or therapy for, or recuperating from, the serious injury or illness, and the injury or illness must have occurred within the five years preceding the date of treatment.

### **Key Guidelines:**

- Depending on the circumstances, your leave can be taken all at once, intermittently, or on a reduced leave schedule.

- Leave for birth or placement for adoption or foster care must conclude within twelve months of the birth or placement.
- Under the Washington Pregnancy Disability Act, leave taken for the period of sickness or disability due to pregnancy or childbirth will run concurrently with an eligible female employee's right to take twelve weeks of FMLA leave however it runs sequentially with benefits under Washington Paid Family Medical Leave. FMLA leave will also run concurrently with Washington Paid Family Medical Leave (PFFL) leave.
- When requesting leave, provide your supervisor with as much advance written notice as possible (30 days is preferred). You must also complete a Family and Medical Leave Certification form.
- You may be required to provide certification from a qualified health care provider if the leave is due to a serious health condition. If certification is requested, you will have 15 calendar days to provide the certification. In some cases, an employee may be required to provide second and third medical opinions at the company's request.
- An employee on leave due to his or her own serious health condition or the serious health condition of a spouse, parent, or child may be required, depending on the circumstances, to provide periodic recertification that the leave is still necessary.
- An employee returning from leave taken for his or her own serious health condition may be required to provide medical certification of his or her ability to return to work.
- You may use all or part of your accrued PTO and Emergency PTO as applicable. The remaining part of your leave will be unpaid.
- While on FMLA leave, you will continue to receive the same group health coverage that you held prior to the start of the leave. While you are on leave, you will be responsible for paying any portion of the premiums you normally pay as an active employee.
- When you return from your leave, you will generally be eligible to return to the same position that you held prior to the leave. If that position is no longer available, the company will attempt to place you in an equivalent position.
- While on FMLA leave from LHS, you may not perform work for any other employer.
- If a husband and wife both work for LHS, their annual leave entitlement may be limited to a combined total of twelve workweeks.

During FMLA leave, LHS will continue your health benefits just as if you had continued being at work. However, if you choose not to return to work, you will be required to reimburse LHS for any health insurance premiums the company has paid on your behalf during the leave.



Please contact the LHS leadership team to assist you with any questions you may have regarding FMLA leave or other types of leaves.

### **Washington Paid Family Medical Leave**

This Washington State Paid Family Medical Leave (FLA) provides paid time off for employees who experience a qualifying event and provides additional benefits to pregnant women.

Employees who have worked at least 820 hours in the qualifying period (approximately one year) preceding the commencement of the leave are eligible for up to twelve weeks of leave during a twelve-month period. If you give birth to a baby, you qualify for up to 16 weeks of leave. In some circumstances, you may qualify for up to 18 weeks.

Qualifying events include a serious health condition that prevents you from working, a new baby or child joining your family, and a family member's serious illness or medical event. Here are some examples:

- You give birth to a baby, adopt a child or have a foster child placed with your family.
- You are recovering from a major surgery, serious illness or injury.
- You are receiving treatment for a chronic health condition like diabetes or epilepsy.
- You are receiving inpatient treatment for substance abuse or for mental health.
- You are taking care of a family member with a serious health condition.
- Your family member is on active duty military service and you take time to be with them during R&R.

PFML is administered and paid by the Washington State Employment Security Department and amounts paid will be less than an employee's regular pay from LHS. An application with that agency is required and there are time limitations of which employees should be aware.

### **Washington Cares**

This Washington Cares Program is funded from employee deductions and provides payments to workers when long-term care is needed.

In order to access the funds, there is a contribution requirement as well as specific care needs that must be met before payments are made. This is a very new program (starting 7/1/23) and more specifics about how employees can access the funds will be available.

PFML is administered and paid by the Washington State Employment Security Department.

## **Washington Family Care Act**

Employees are entitled to use accrued PTO to care for the following:

- A child of the employee who has a health condition that requires treatment or supervision
- A spouse, registered domestic partner, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency condition (including short-term care of a pregnant spouse or registered domestic partner, during or after childbirth, as needed)

Employees are required to provide as much advance notice of the need for such leave as possible. For the purposes of this policy, “child” means a biological, adopted, or foster child, stepchild, legal ward, or a child of a person standing in *loco parentis* who is under 18 years of age, or 18 years of age or older and incapable of self-care because of a mental or physical disability.

If the reason for the leave is the serious health condition of a spouse, parent, parent-in-law or grandparent, the normal certifications required by the organization under our PTO and sick leave policies will apply.

## **Washington Pregnancy Disability Act**

Leave is provided for a woman for the period of time that she is sick or temporarily disabled because of pregnancy or childbirth. The length of the leave is determined by the attending physician, based on medical necessity and the woman’s individual condition. Six to eight weeks of leave is commonly recommended by health care providers for childbirth without complications, but the amount of leave can vary.

## **Domestic Violence Leave**

In addition to Family Care Leave, employees in Washington State are entitled to take intermittent or other reasonable leave from work where there has been a situation of domestic violence, sexual assault, or stalking against the employee or the employee’s family member (such as parent, spouse, child, parent-in-law, grandparent, or person with whom the employee has a dating relationship). Time off may be used to take care of legal or law enforcement needs, to get medical treatment or social services assistance, to relocate to a safer location, or to engage in safety planning. This time off may be paid from accrued PTO or may be taken without pay. During the leave, you will continue to receive the same group health coverage that you held prior to the start of the leave.

Advance notice is required whenever possible; at the latest, you should notify your supervisor of the situation by the end of the first day of leave. LHS may request written verification of the need for leave, including the reason leave is needed (i.e. domestic violence, sexual assault, stalking), the identity of the victim, and verification that the

victim is a qualifying family member. LHS is committed to maintaining the confidentiality of the employee and the circumstances.

### **Military Leave**

If you are ordered to serve or volunteer for military training or active duty in the Armed Forces of the United States, the National Guard, the United States Coast Guard, or the Public Health Service, you may be entitled to take a leave of absence for the length of the service, in accordance with applicable law.

You should provide your supervisor with a copy of the written orders requiring your attendance. Your reinstatement upon return from military service will be in accordance with federal and state laws.

### **Washington Military Family Leave**

Employees in Washington State who work at least 20 hours per week are entitled to up to 15 days of leave to spend time with spouses who are preparing to deploy or are on short-term leave from military deployment during times of military conflict. This time off may be paid from accrued PTO or may be taken without pay. During the leave, you will continue to receive the same group health coverage that you held prior to the start of the leave. Notice is required within five days of receiving notice of a spouse's deployment or leave. This leave is available once per deployment.

### **Other Leaves of Absence**

You may request a leave of absence for a variety of personal or family reasons. To do so, you should submit a written leave request as soon as possible (30 days in advance is preferred) and gain approval from your supervisor. Following are general guidelines that pertain to all employees who are on leaves of absence:

- You may be required to use any available accrued PTO and Emergency PTO hours.
- You will not lose benefits that accrued prior to the leave. However, PTO hours will not accrue during the leave period.
- You may continue your insurance coverage at your own expense, if possible. Depending on rules implemented by the School Employees Benefits Board (SEBB), continued coverage may or may not be allowed.
- While on leave from LHS, you may not perform work for any other employer.
- You may not apply for unemployment insurance benefits. You are still employed by LHS; therefore, the leave of absence does not constitute a qualifying event.
- You may not engage in any conduct or activity that violates restrictions imposed by a physician or that might delay your full return to regular employment.
- In many situations, a request for a leave of absence is granted based on an estimated length of time, such as for the recovery from an illness. If the reason for the leave of absence ceases to exist prior to the estimated expiration date, you

must notify your supervisor immediately and be prepared to return to work upon your supervisor's request.

- Except as specifically required by applicable law, a leave of absence will not normally be granted for more than three consecutive months. However, employees may request an extension if needed for medical or other reasons. If you do not return to work within this three-month period and have not obtained an extension, you will be considered to have voluntarily resigned. The effective date of your termination will be your last day worked.

When you are ready to return to work, please give LHS as much advance notice as possible – at least two weeks. LHS will try to place you in the same position or a similar position. If none is available, the organization will place you in any other position for which you are qualified.

Failure to comply with these leave requirements may result in disciplinary action, up to and including termination.

### **Sabbatical Leave**

Your loyalty is valued at LHS. Our sabbatical program rewards those who have been with the organization for eight years or more with a continuous two-month paid leave which includes accrued PTO. The sabbatical program provides an opportunity for you to reflect and gain perspective, contributing to your future effectiveness.

The following guidelines have been created to help you understand this benefit.

- You must complete 8 years of service to be eligible for sabbatical leave.
- Your request for a sabbatical must be approved by the Executive Director (or Board Chair in the case of Executive Director sabbatical).
- If you do not use the sabbatical leave program, you will not receive any substitution of benefits.
- If the leave is combined with FMLA leave, the employee's accrued PTO must be exhausted first and then the company-paid sabbatical portion.
- Partial sabbaticals are generally not permitted.
- All employment benefits will continue during your sabbatical leave.
- A second sabbatical may be taken after 14 years of employment, and at least five years since the first sabbatical.

LHS's sabbatical leave is non-vesting and not payable upon termination of employment under any circumstances.

The company retains the right to make equitable adjustments to how sabbatical leave, PTO leave, or other benefits may be applied under various situations.

## **Bereavement Leave**

Regular full-time employees are eligible for up to three days of paid leave for each instance of an immediate family member's death. Immediate family member is defined as parent/guardian, spouse, child, brother, sister, grandparent, grandchild, aunt, uncle, cousin or parent-in-law, domestic partner, stepparent, stepchild, stepbrother, stepsister, brother/sister-in-law, or daughter/son-in-law or other relation approved by the Executive Director.

## **Jury Duty**

If you are called to serve jury duty, you are eligible to receive up to ten days of paid time per calendar year. During this time, your regular pay will not be reduced, nor will you be required to use PTO hours. If your jury duty extends beyond two weeks, you may request to use accrued PTO, Emergency PTO, or request to take the additional time unpaid. You are required to report to work if you are dismissed from jury duty during your scheduled working hours.

## **VII. WORK ENVIRONMENT**

### **Professional Responsibilities & Rules of Management**

#### **Remember our Values:**

- **Belonging**
- **Empowerment**
- **Discovery**
- **Tenacity**
- **Flexibility**

### **Parents' Right to Know Under *Every Student Succeeds Act***

If LHS is the recipient of Title I funds, At the beginning of every LHS year, LHS must tell parents they have a right to request the following information about the professional qualifications of their children's teachers. Parents have the right to know:

- Whether the teacher has met state qualifications and has a license for the grade level and the subject area he or she teaches
- Whether the teacher has an emergency or provisional license
- What degrees the teacher holds and the field of discipline of his or her certification or degree
- Whether the child is being taught by paraprofessionals and, if so, their qualifications
- If their child has been assigned, or has been taught by—for four or more consecutive weeks—a teacher who is teaching a subject out of endorsement.

## **Open Door Policy**

The management of LHS encourages you to discuss any subject pertaining to your employment with your supervisor or the LHS leadership team.

## **Ethical Business Practice**

We are committed to employing the highest quality people and strictly adhering to ethical and fair practices in our business activities. We expect 100% commitment from you and require integrity and high ethical standards in all business activities.

You should not accept gifts, make personal investments, or participate in interests or associations that may interfere with the independent exercise of your judgment, the performance of your responsibilities, and the best interest of LHS. You are not authorized to provide professional services to a competitor or another organization that may be a conflict of interest with your work at LHS.

Every employee has some degree of access to LHS data, plans, decisions, customer lists, and/or other confidential information. No employee may use or release this kind of information, except as required for the performance of his or her job duties. You should also treat any information of a personal nature regarding your co-workers as confidential. This also applies to the use of inside information about firms with which we are considering an association.

While representing LHS, you are expected to:

- Comply with all laws and regulations
- Deal honestly with all students, families, and community members
- Use organization resources properly

If you are unsure whether a situation represents a conflict of interest, please contact the LHS leadership team to review the situation.

## **Employee Behavior/Personal Conduct**

Professional behavior standards are necessary for the efficient operation of LHS and for the protection of everyone's rights and safety. Conduct that interferes with operations, brings discredit to Lumen or day to day Lumen partners, or is offensive to students or fellow employees will not be tolerated, whether it occurs on or off organization time or organization property.

LHS reserves the right to determine what conduct is inappropriate under any circumstances and what level of discipline such conduct warrants. Any questions in connection with this policy should be directed to the leadership team.

## **Physical Contact with Students and Others**

Under Washington's Law, touching is an illegal battery if there is an intentional use of

force or violence upon the person by another without consent. There is no requirement for maliciousness or intent to inflict actual damage. The essential element of a battery is physical contact, whether injurious or merely offensive, and a battery may be committed by touching another through clothing.

It is the policy of LHS that no teacher or staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting or the use of any other physical force as retaliation or correction for inappropriate behavior. While the use of appropriate touching is part of daily life and is important for student development, employees must ensure they do not exceed appropriate behavior. If a child or other staff member specifically requests that he or she not be touched, then that request must be honored without question. If the child or other staff member has not requested that they not be touched, then the following forms of touching are considered appropriate:

- Hugs initiated by the student
- Hugs given with permission
- Pats on the shoulder or back
- Hand-shakes
- “High fives” and hand slapping
- Touching shoulders and arms around the shoulder area
- Touching face to check temperature, wipe away a tear, and remove hair from face or other similar types of contact for similar purposes
- Holding hands while walking with small children or children with significant disabilities
- Arms around shoulders
- Reasonable self defense
- Reasonable defense of another
- Reasonable restraint of a violent person to protect others or property
  - Note: Per RCW 28A.600.485, it is state policy to prohibit the planned use of aversive interventions, to promote positive interventions when a student with disabilities is determined to need specially designed instruction to address behavior, and to prohibit LHS staff from physically restraining or isolating any student except when the student's behavior poses an imminent likelihood of serious harm to that student or another person. See LHS's Special Education Handbook for additional guidance and information.

Except as discussed above, the following forms of touching are never appropriate:

- Inappropriate or lengthy embraces

- Kisses on the mouth
- Corporal punishment
- Sitting students on one's lap
- Touching buttocks, chests or genital areas
- Pushing a person or another person's body part (other than in self defense or defense of another or property)
- Showing affection in isolated areas
- Wrestling with students or other staff-members
- Bench-pressing another person
- Tickling
- Piggyback rides
- Massages
- Any form of unwanted affection
- Any form of sexual contact
- Poking fingers at another person that results in an offensive contact

This policy does not prevent touching a student for the purpose of guiding them along a physical path, helping them up after a fall, engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self or another or to protect property is legally allowed. Excessive force is prohibited.

Under Washington law, an assault is an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery. Consequently any attempt to violate this policy or placing another person in reasonable apprehension that they will be the victim of one of the acts prohibited under this policy is also prohibited. A reasonable apprehension normally includes an overt act, but words alone may be sufficient to violate this policy if the words uttered were such that under the circumstances it could be reasonably assumed that physical contact would be attempted. Violation of this policy could subject the teacher or staff member to discipline up to and including termination.

The victim may also choose to bring civil or criminal charges against the violator. This policy must necessarily be somewhat flexible. Sometimes, especially when dealing with younger children or children with a disability, touching is more appropriate. A touch for the purpose of helping (i.e.: cleaning up a small child after a bathroom accident) may be appropriate in limited circumstances although clearly inappropriate in more general circumstances. An accidental touch is never inappropriate provided it is a true accident. It is impossible to define each and every instance when touching is



inappropriate. Teachers and staff members should apply the rules of common sense in the circumstances they find themselves.

### **Reporting Child Abuse**

As a member of LHS personnel, you are a mandated reporter, which means that if you have cause to believe that a child has suffered abuse or neglect, you are legally required to report the incident. Pursuant to Washington state law RCW 26.44.030, when any professional LHS personnel, registered or licensed nurse, social service counselor, and psychologist has reasonable cause to believe that a child has suffered abuse or neglect, he or she shall report such incident, or cause a report to be made to the proper law enforcement agency. Contact information for these agencies will be shared at our summer staff days, and be available every day in the office.

When any person, in his or her official supervisory capacity with a nonprofit organization, has reasonable cause to believe that a child has suffered abuse or neglect caused by a person over whom he or she regularly exercises supervisory authority, he or she shall report such incident, or cause a report to be made to the proper law enforcement agency, provided that the person alleged to have caused the abuse or neglect is employed by, contracted by, or volunteers with the organization and coaches, trains, educates, or counsels a child or children or regularly has unsupervised access to a child or children as part of the employment, contract, or voluntary service.

The report must be made at the first opportunity, but in no case longer than forty-eight hours after there is reasonable cause to believe that the child has suffered abuse or neglect. The report must include the identity of the accused if known.

### **Confidentiality**

LHS serves in a highly personal sector, and it is essential that information regarding our families, student information, research activities, finances and other important information be held in the strictest of confidence.

In the course of performing your job, you may also be exposed to confidential internal organization documents, such as compensation information and employee personnel files. Such information should not be discussed or disclosed to anyone inside or outside LHS.

### **Accessing Students' Records**

All information contained in the student's records, including information contained in an electronic database, is confidential and maintained in accordance with the Family Educational Rights and Privacy Act. These records are the property of LHS, whose responsibility it is to secure the information against loss, defacements, tampering or use by unauthorized persons. Please do not speak about children in hallways or public areas. The information about children is confidential and must not be discussed in the outside community. No child's files are to be taken off premises unless granted

permission by the LHS leadership team.

Only teachers, administrative and office personnel are permitted to review the children's files. When a file is requested from the main office, it must be signed out and returned the same day. Files may not be copied without express authorization from the LHS leadership team or their designee. If a file is needed by 9:00 a.m. the following morning, you must request this file the day before, not later than 2:00 p.m. and that file will be pulled and ready for you when you arrive the following day. Please do not remove any materials from any student's file. Files may not leave the building without specific written authorization from LHS leadership team or their designee. If you request a student's file, you will be responsible for its contents.

## **LIABILITY**

The effective teacher is concerned for the welfare of students and takes measures to ensure their welfare. Nevertheless, it is good to be aware of the possible consequences of negligence.

The teacher is legally responsible to act in a reasonable and prudent manner at all times. Specifically, the teacher must do the following:

1. Never leave students unsupervised. Leaving a classroom without another responsible adult present is leaving students unsupervised.
2. Require students to conduct themselves in an orderly, safe manner and administer such disciplinary actions as are reasonable and proper in any situation involving student misconduct.
3. Report any unsafe conditions in the room or on campus to the principal so that it may be corrected.
4. Strictly adhere to all stated policies of LHS.

Failure by teachers to meet their responsibilities may have severe consequences, e.g., revocation of their license, criminal charges, etc. Additionally teachers may be held legally liable for negligence in the performance of their duties

## **External Information and Public Relations**

The success of LHS depends upon the quality of the relationships between LHS, its employees, students, parents and the general public. The public impression of LHS and its interest in LHS will be formed, in part, by LHS employees. LHS employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, LHS, and LHS services.

Below are several things employees can do to help leave people with a good impression of LHS. These are the building blocks for our continued success.

- Communicate with parents regularly.

- Act competently and deal with others in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Follow up on requests and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
- Respond to email and voice mail within 48 hours during the workweek.
- Take great pride in their work and enjoy doing their very best.

## **Social Media**

Social Media includes the various online technology tools that enable people to communicate easily over the Internet to share information and resources. Social media can include text, audio, video, images, podcasts, and other multimedia communications. These websites not only provide information, but also allow for interaction during this informational exchange through user-generated content.

## **Authorizations and Content Monitoring**

LHS presence on any social media site, including LHS-related accounts, such as clubs, teams, field trips, course, or other sites associated with the LHS must be authorized by the LHS leadership team or designee. Any sites, accounts, or pages existing absent prior authorization will be subject to review, editing, and removal. As appropriate, a recommendation for disciplinary action may result.

To request permission for a school-related site, please send a request to the leadership team and identify a “content owner,” or individual responsible for performing regular monitoring and maintenance of the website or account, and a responsible administrator assigned to the specific site. Please note that for emergency purposes only, each LHS-affiliated site or social media account must name the LHS’s leadership team as an administrator. However, the site, specifically, the content owner and responsible administrator shall be responsible for monitoring and maintaining these sites and accounts in accordance with all state and federal laws, and LHS and board policies.

Content must not violate copyright or intellectual property laws and the content owner must secure the expressed consent of all involved parties for the right to distribute or publish recordings, photos, images, video, text, slideshow presentations, artwork or any other materials. Before posting any photographs of students, content owners shall review the list of students whose parents have not consented to having their child’s photograph taken or published. No student photographs should be published for personal, promotional use or any other non- LHS related purpose.

The use of the LHS logo(s) on a social media site must be approved by the leadership team.

The LHS's general social media sites, including the LHS's blogs, Facebook and Twitter accounts, will be managed by the leadership team or designees. Duplicate, unofficial sites shall be reported, and investigated.

### **Staff Use of Social Media and Technology**

- A. **Limit On-Duty Use**– Staff members are encouraged to limit their personal technology use during duty hours. Use of Personal Technology for non-LHS business should be limited to off-duty time and designated breaks.
- B. **Work/Personal Distinction**– Staff members are required to maintain a clear distinction between their personal social media use and any LHS-related social media sites.
- C. **Student Photographs**– Absent parent permission for the particular purpose, staff members may not send, share, or post pictures, text messages, e-mails or other material that personally-identifies LHS students in electronic or any other form of personal technology. Staff members may not use images of students, e-mails, or other personally- identifiable student information for personal gain or profit.
- D. **Professional Effectiveness**- LHS employees must be mindful that any Internet information is ultimately accessible to the world. To avoid jeopardizing their professional effectiveness, employees are encouraged to familiarize themselves with the privacy policies, settings, and protections on any social networking websites to which they choose to subscribe and be aware that information posted online, despite privacy protections, is easily and often reported to administrators or exposed to LHS students.
- E. **Personal Social Networking & Media Accounts**– Before employees create or join an online social network, they should ask themselves whether they would be comfortable if a 'friend' decided to send the information to their students, the students' parents, or their supervisor. Educators should give serious thought to the implications of joining an online social network.
- F. **Responsible Online Identity Monitoring**– Employees are encouraged to monitor their 'online identity,' by performing search engine research on a routine basis in order to prevent their online profiles from being fraudulently compromised or simply to track information posted about them online. Often, if there is unwanted information posted about the employee online, that employee can contact the site administrator in order to request its removal.
- G. **“Friending” or Connecting with LHS Students**– Employees should not have online interactions with students on social networking sites outside of those forums dedicated to academic use. LHS employees' social networking profiles and personal blogs should not be linked to LHS students' online profiles. Additionally, LHS employees should use appropriate discretion when using

social networks for personal communications and should limit this activity to off-duty hours and the use of their own electronic communication devices.

- H. **Contacting Students Off-Hours**—When in doubt about contacting a LHS student during off-duty hours use your own device at your own discretion, but be aware that it will make your device subject to a public records request. Best practice would be to use either; LHS-owned communication devices, network services, LHS email and Internet access route. LHS employees should only contact LHS students for purposes related to their education and life goals. Staff must never disclose confidential information possessed by the employee by virtue of his or her LHS employment.

## **Internal Information**

All reports, data, internal strategies, documents, information, data and work product, including all computer programs, graphics, software, operating instructions and data processing material, including disks, tapes and other storage media, relating to the operations, projects or work of LHS, or otherwise within the scope of the organization's operations, are, and shall continue to be, the exclusive property of LHS. These materials are considered "works made for hire" and are the exclusive property of LHS. None of these materials should be loaned, rented, copied, disclosed, or given to others, and all of them must be delivered to the organization upon its request.

## **Attendance**

Regular attendance and timeliness are essential for everyone. Repeated absence or late arrival may cause difficulty for LHS and your coworkers, we encourage you to be especially diligent in this respect. The days and hours that you work will depend on the nature of your position and the needs of LHS.

If you will be late for work or unable to attend work due to illness or emergency, please contact the office manager or your supervisor in advance of your regular work time so that alternative arrangements can be made. If you require an early departure from work, you must obtain your supervisor's approval.

Unauthorized tardiness, absences, or failure to keep your supervisor informed are viewed seriously and will be treated under the the restorative process outlined below.

If an employee is a "no-show" for two consecutive days and does not notify his or her manager, that employee will be considered to have voluntarily resigned from employment. The employees last day worked will be noted as their termination date.

## **Restorative Process**

It is essential that you accept personal responsibility for maintaining high standards of conduct and job performance, including the observance of organization procedures and guidelines. The goal of this process is to provide you with the information you need

to make the required improvements to continue your employment with LHS and be successful in your position.

LHS guidelines are based on common sense and good judgment and are designed to maintain a favorable work environment. These guidelines apply to all employees as equally and fairly as possible.

Many factors are taken into account when the restorative process is necessary, including the nature and seriousness of the problem, the employee's past performance, and the surrounding circumstances. Failure to adhere to organization guidelines and individual performance expectations may result in action to address the issue, up to and including termination. This may include verbal warnings, written warnings, suspension with or without pay, and/or termination.

LHS reserves the right to apply a restorative process as needed. There are some situations that may result in immediate termination. These situations may include, but are not limited to, the following:

- Theft
- Willful acts or negligence leading to the damage of organization property
- Improper use of LHS technology
- Inappropriate behavior towards or interactions with students
- Violation of LHS'S drug and alcohol policy
- Unreasonable failure to cooperate with a supervisor or other employees
- Falsification of organization records
- Physical violence or verbal abuse of other employees
- Violation of safety rules
- Excessive absence or tardiness
- Violation of the organization's anti-harassment or equal employment opportunity policies
- Other similarly serious offenses

## **Complaint Resolution**

In any organization, problems and misunderstandings arise from time to time. If a problem exists, management wants to know about it. We encourage you to discuss and attempt to resolve the issue with your immediate supervisor first. If the issue cannot be resolved with your immediate supervisor, we encourage you to take your problem to the Executive Director.

Use of this process, however, will not delay implementation of any other employment action by LHS. Moreover, LHS reserves the right to end the procedure under circumstances it believes are appropriate.

This complaint procedure does not apply to complaints about violations of LHS's anti-harassment or equal employment opportunity policies. For those types of complaints, refer to the guidelines and procedures set out in those policies.

## **Whistleblower Policy**

Washington State's whistleblower law gives every employee the statutory right to report all improper actions of other employees. LHS encourages its employees to exercise this right when necessary. "Improper action" means any of the following actions, undertaken by an employee, within the performance of his or her official duties:

- an action that is a violation of any federal, state, or local law or regulation;
- an action that is an abuse of authority;
- an action that is of substantial and specific danger to worker health and safety or to the public health or safety

Employees who become aware of an improper action, as defined above, should report it directly to their supervisor or any executive of LHS. If requested, the employee shall submit a written report containing the information set forth below. The report should include:

- a detailed description of the improper action(s);
- the name of the employee(s) involved;
- the location where the action(s) occurred;
- when the action(s) occurred;
- any other details that may be important for the investigation – other witnesses, documents, evidence, etc.;
- if known, the specific law or regulation that has been violated; and
- the name, address, and phone number of the reporting employee.

The identity of the reporting employee will be kept confidential to the extent possible under law unless the reporting employee authorizes the disclosure of his or her name.

Employers and coworkers are prohibited from taking retaliatory action against the employee who has in good faith reported an improper action. "Retaliatory action" means any adverse change in an employee's employment status, or the terms and conditions of employment, including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action; or hostile actions by another employee towards the reporting employee that were encouraged by a supervisor or senior manager.

Employees who believe that they have been retaliated against for reporting an improper action should provide a written notice of the charge of retaliatory action to the Executive Director. This written notice should include a description of the specific alleged retaliatory action and a description of the specific relief requested. The notice should be delivered no later than thirty days after the occurrence of the alleged retaliatory action.

### **Personal Use of Organization Equipment/Tools**

LHS invests in equipment to help you do your job. You are responsible for any equipment that you use during the course of your job and for any equipment that is issued to you. Please take the time to learn how to use it correctly and efficiently. Should you lose or damage such equipment, you may be held personally liable and may be subject to financial responsibility, depending upon the individual circumstance. Should you leave the organization for any reason, you will be asked to return any equipment issued to you, such as keys, parking access card/sticker, cellular phone, or laptop computer. Please refer to the Employee Technology policy.

### **Crowdfunding/Outside Funding Sources**

It is the intent of LHS to provide teachers and staff with the materials and equipment needed in their jobs. However, the use of outside funding sources such as crowdfunding has become a more common resource for educators to use to purchase supplemental materials and equipment. Approval by the Principal is required before utilizing one of these methods of obtaining funding. As a public entity, we are subject to requirements regarding the deposit and use of funds. Additionally, LHS needs to maintain a cohesive presence when requesting community support. If one of these methods is approved, please note that the materials and equipment are property of LHS and must be returned to the school should you leave the organization.

### **Use of Electronic Communication Systems**

LHS maintains and utilizes a number of electronic messaging and communication systems, including voice mail, email, fax, telephones, computers, and Internet and intranet access, in order to conduct organization business. All of the messages and documents that are sent, received, composed, and/or stored on these systems are the property of LHS. Employees using organization accounts are acting as representatives of LHS, and as such should act in an ethical and lawful manner to avoid damaging the reputation of the organization.

Messages on LHS'S voice mail, email, and other communication systems are subject to the same policies regarding harassment and discrimination as are any other workplace communications. Offensive, intimidating, harassing, or discriminatory content in such messages will not be tolerated. (See the policies on Equal Employment Opportunity and Harassment Free Workplace found in this handbook.)



This policy exists to protect the rights of both the organization and the employee. Violations of this policy may result in disciplinary action, up to and including termination.

## **Monitoring**

LHS has the right by law to access or monitor an employee's voice mail and email messages (outgoing and incoming) and other electronic or non-electronic communications at any time. In certain situations, LHS may be compelled to access and disclose messages sent or received over its email and/or voice mail systems. Therefore, an employee's outgoing voicemail, email, or other messages must not indicate to the caller that his/her incoming messages will be confidential or private. Employees may not create or change passwords for computers, files, or telephone systems without approval from their supervisors.

Other than LHS, which has the right by law to access messages or documents at any time, messages in the voice mail, email, or other communication system are to be accessed only by the intended recipient or the creator, or by others at the direct request of the intended recipient or creator. Any attempt by anyone other than the above to access messages or documents on such systems will constitute a serious violation of LHS policy.

## **Security**

Files that are downloaded from email or the Internet must be scanned with virus detection software before installation or execution. All other organization security guidelines must be followed as requested.

## **Personal Use**

These systems are for use by employees in conducting LHS business. Personal use of voice mail, email, computers, or other electronic communication systems (including, but not limited to, the internet) must not interfere with LHS business or with the employee's work performance. In addition:

- No long-distance personal phone calls may be made on organization telephones unless approved by a manager.
- Unauthorized use of the internet includes: posting, downloading or connecting to sites that contain pornographic or violent material; engaging in "hacking" or other unauthorized entry activities; solicitation of non-organization business or other activities for personal gain; and any illegal activity.
- Before posting any information on the Internet, make certain that it reflects the professionalism, standards, and policies of LHS. Expressing personal opinions and releasing confidential organization information are prohibited.

## **Cellular Phone Use**

Organization-owned cellular phones and services are only to be used to conduct organization business, except in the event of an emergency. LHS cellular phones are only to be used by authorized employees. When using an organization cellular phone, you are required to abide by the terms of the organization's service agreement and to minimize additional charges.

Additionally, in accordance with Washington State law, you must refrain from sending or reading text messages while driving and use a hands-free device in order to make or receive cell phone calls while driving on organization business.

## **Computer Software**

LHS prohibits the illegal duplication of software. It is illegal to make or distribute copies of copyrighted material without authorization, unless the copy is made for backup or archival purposes. Any employee engaging in the illegal reproduction of software may be subject to civil damages and criminal penalties, including fines and imprisonment. Any employee learning of any misuse of software or related documentation within LHS should notify a manager immediately.

## **Personal Websites and Blogging**

Personal web sites and web logs (blogs) have become common methods of self-expression in our culture. LHS respects the right of employees to use these media during their personal time. If an employee chooses to identify him/herself as a LHS employee on a web site or blog, he/she must:

- Make it clear to readers that the views expressed are the employee's alone and that they do not necessarily reflect the views of LHS.
- Not disclose any information that is confidential or proprietary to LHS. Consult the Confidentiality policy for guidance about what constitutes confidential information.
- Uphold LHS'S values of respect for the individual and the organization by not making defamatory statements about LHS or its employees, clients, partners, affiliates, or competitors.
- Confine the posting to his/her own time and not let blogging or website posting interfere with his/her work performance.

If blogging or website activity compromises the organization in any way, including by causing adverse publicity or embarrassment, LHS may request that the employee stop the activity. The employee may be subject to disciplinary action if the activity continues. Please refer to the Social Media section for more information.

Washington law requires state and local agencies to make public records available to the public. This law, the Washington State Public Records Act [RCW 42.56](#), supports the public's right to be informed about what their government is doing. The Act also

lists certain public records that do not have to be disclosed. These exemptions are intended to prevent unreasonable invasions of personal privacy or the use of public records for personal or commercial gain. LHS encourages employees to maintain clear separation between personal and LHS devices to avoid having personal devices subject to a search for responsive records.

## **LHS Records Retention Schedule**

Records retention management is the systematic control and the capturing, classifying and ongoing management of records for their entire life cycle. It is knowing what to keep, how long to keep it, and when you can get rid of it lawfully.

LHS will retain records in compliance with the records retention Schedules for districts and educational service districts in Washington State found at: <https://www.sos.wa.gov/archives/recordsmanagement/managing-school-district-records.aspx>.

The Washington State records retention schedules describe the type of records approved for destruction, a minimum period for which they need to be retained; and identifies those records with archival value.

## **Keys and Key Cards**

LHS may issue you keys for accessing the organization's offices and equipment. If you are issued keys and/or key cards, you may be asked to sign an acknowledgement of receipt and familiarize yourself with the guidelines for their use.

The keys/key cards are your responsibility, and any organization loss or damage associated with their misuse or loss may be charged to you. If the keys/key cards are ever lost or stolen, notify the LHS leadership team as soon as possible. The cost of replacing a key or key card may be charged to you.

## **Smoking**

In accordance with Washington State law, smoking and vaping are prohibited in school buildings. If you wish to smoke or vape, you must do it outside, at least 25 feet away from all entrances, exits, windows that open, and ventilation intakes. Your cooperation in observing this policy is requested in order to respect the rights of both smokers and non-smokers and to comply with state law.

## **Fee and Cash Collection**

No staff member, other than specifically authorized individuals, is permitted to accept cash and/or checks. All LHS events, for which money is collected, must be approved by the leadership team and finance staff, will supervise the collection of all fees and will be responsible for managing the receipts with the finance team. Teaching staff and students are not permitted to do fundraising or fee collection; rather, all financial transactions should be coordinated with the leadership and finance team. Teachers

and staff are not permitted to conduct personal sales or fundraising (such as Avon, bath/beauty products, etc.). Cash and/or checks should not be stored or locked in staff offices or desks.

## **VIII. SAFETY AND SECURITY**

### **Drug and Alcohol-Free Workplace**

LHS prohibits the manufacture, sale, distribution, purchase, transfer, use, or possession of alcohol, marijuana or illegal drugs on organization premises or while on LHS business. We also prohibit coming to work or operating organization equipment or vehicles under the influence of drugs or alcohol. Your compliance with this policy is important for your own benefit and for the benefit of your co-workers.

If an employee is suspected of reporting to work under the influence of alcohol or drugs, we may recommend that he or she obtain counseling or attend a rehabilitation program. Depending on the circumstances, however, the employee may be subject to corrective action.

Disciplinary action, up to and including termination, will be taken against any employee who violates this policy. LHS reserves the right to deal with each case at its own discretion, in accordance with its current policies and practices and the specific circumstances involved. This may include requiring an employee to participate satisfactorily in an approved drug assistance or rehabilitation program.

Legal, medically-necessary medications may be taken while on duty, however they must not impair work performance or create risk of harm to students or other staff.

Alcoholic beverages may never be consumed on LHS premises.

### **Workplace Violence**

LHS does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This includes teasing or making "jokes" about committing any sort of violent act(s), as well as bringing in material that, even if it is meant to be comic in nature, could be construed as a physical threat to co-workers or superiors. The following list of behaviors, while not exhaustive, contains examples of conduct that is prohibited:

- Causing physical injury to another person
- Making threatening remarks
- Engaging in aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or the property of another employee
- Possessing a weapon while on organization property or while on organization business

- Committing acts motivated by, or related to, sexual harassment or domestic violence

Any potentially dangerous situations must be reported immediately to a supervisor. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. LHS will actively intervene at any indication of a possibly hostile or violent situation.

Employees are expected to exercise good judgment and to inform the LHS leadership team if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace
- Displaying overt signs of extreme stress, resentment, hostility, or anger
- Making threatening remarks
- Displaying sudden or significant deterioration of performance
- Displaying irrational or inappropriate behavior

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee involved in committing such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

### **Weapon Possession**

The possession of weapons of any kind is prohibited at the LHS facility. Any employee found carrying a weapon on organization premises, including in organization vehicles, will be subject to disciplinary action, up to and including termination.

Under Washington law, it is unlawful for a person to carry onto, or to possess on LHS property: any firearm; any sling shot, sand club, metal knuckles, spring blade knife, dagger, dirk, pistol; any device commonly known as "nun-chu-ka sticks", consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means; any device, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect; any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; or any stun gun or device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse.

## Security

In order to provide a secure work environment for employees and to minimize any disruption from the performance of your job, please inform other staff of any expected visitor. To ensure the safety and comfort of your guest, please make sure that the individual is appropriately greeted and escorted when visiting our facility.

## Safety

It is our goal to provide and maintain safe working conditions for all employees, to follow safe operating procedures, and to comply with all safety laws, ordinances and the LHS Safety Plan. Please be on guard for any unsafe conditions and report any problems immediately. Prevention is the key, and ordinary common sense is the best approach. Here are some general guidelines that can help ensure a safer workplace:

- **Watch out for and report conditions that may cause accidents, such as:**
  - Loose or broken tiles, buckled carpets, missing handrails, or slippery surfaces
  - Electrical cords in aisles without protective covers
  - Overloaded sockets or defective cords
  - Stairwells, exits, and doorways blocked with furniture, debris, or boxes
- **Learn how to operate equipment properly, especially equipment that can hurt you. For example:**
  - If you use the paper cutter, leave the blade down and locked when you are finished.
  - Turn off equipment that is not operating properly, put warning signs on it, and alert the proper person.
  - Turn off equipment, including the coffee machine and laminator, when you leave at night; remove empty pots from burners.
- **Develop safe personal habits that will help keep you from getting hurt. For example:**
  - Always keep all four feet of your chair on the floor.
  - Hold handrails when you use the stairs.
  - Learn the proper way to lift heavy objects, using your leg muscles, not your back. Maintain an unobstructed view when you carry heavy loads. Ask for help when your load is too heavy.
  - Use a ladder or step stool for hard-to-reach objects. Remember, the proper way to use a ladder is to keep one hand free at all times.
- **Practice common sense and show consideration for others - it could help prevent injury to yourself or your fellow employees. For example:**

- Pick up small items off the floor and wipe up spills immediately to prevent slips and falls.
- Balance the load in file cabinets to evenly distribute the weight.
- Use handles when you open and shut desk and file drawers. Only open one drawer at a time and be sure to shut desk and file drawers completely.

**Employee Responsibilities** - To ensure the success of our safety and health program, it is essential that all employees maintain a "safety consciousness." Listed below are some important guidelines to follow:

- Observe all organization safety and health rules and apply the principles of accident prevention to your own daily activities.
- Report all job-related injuries, illnesses or property damage to your supervisor immediately. Employees in need of medical attention are required to seek treatment promptly.
- Report all unsafe conditions to your supervisor.
- Observe all hazard warnings and no smoking signs.
- Keep aisles, walkways and working areas clear of debris.
- Know the location of first aid kits, emergency exits, and evacuation procedures.
- Become familiar with the operation of the fire protection equipment in your area, such as extinguishers and alarm pull stations. Keep all emergency exit doors and stairways clear of obstacles.
- Do not run on organization premises.
- Refrain from fighting, horseplay or distracting fellow employees from their work.
- Follow proper lifting procedures at all times.
- Actively support and participate in the organization's effort to maintain a safe and healthy work environment.
- Observe all requirements of the Drug and Alcohol-Free Workplace policy.

## **Evacuation Procedures**

In case of a fire, fire drill, or natural disaster, employees should exit the building using the nearest exit outside door in proximity to their work area. LHS staff will review in-depth protocol for fire drills, bomb threats, soft lockdowns, hard lockdowns, and other safety scenarios during staff summer meetings. Lumen has a detailed safety plan that will be shared and reviewed in depth in August.

## **Accident Reporting and Investigation**

In the event that you become injured while at work, please follow the steps outlined below:

- Seek appropriate first aid or medical care. Locate, or have a supervisor or co-worker show you, the first aid kit in your work area. Emergency room care is recommended only if it is a true emergency.
- If you seek care from a healthcare provider, be sure to indicate that the injury/illness is work-related so that proper paperwork can be completed.
- Complete an accident report and have your supervisor sign it.

## IX. Harassment, Intimidation & Bullying

### Protecting Students From Harassment Intimidation & Bullying:

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

**Talk to any school staff member** (consider starting with whoever you are most comfortable with!). You may use our school's reporting form to share concerns about HIB ([link here](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer, Melissa Pettey-[mpettey@lumenhighschool.org](mailto:mpettey@lumenhighschool.org), that supports prevention and response to HIB.



What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

**For the student designated as the “targeted student” in a complaint:**

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

**For the student designated as the “aggressor” in a complaint:**

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's [HIB webpage](#) or the district's *HIB Policy [3207] and Procedure [3207P]*.

## Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

### What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

*To review the district's Nondiscrimination Policy [3210] and Procedure [3210], visit [www.lumenhighschool.org](http://www.lumenhighschool.org) .*

### What is sexual harassment?

**Sexual harassment** is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

*To review the district's Sexual Harassment Policy [3205] and Procedure [3205], visit [www.lumenhighschool.org](http://www.lumenhighschool.org) .*

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

**Talk to a Coordinator or submit a written complaint.** You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Shauna Edwards, Executive Director,  
[sedwards@lumenhighschool.org](mailto:sedwards@lumenhighschool.org), 509-606-7888

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Melissa Pettey, Principal, [mpettey@lumenhighschool.org](mailto:mpettey@lumenhighschool.org),  
509-606-7888

Concerns about disability discrimination:

Section 504 Coordinator: Denali Miedema, Unconditional Ed Teacher,  
[dmiedema@lumenhighschool.org](mailto:dmiedema@lumenhighschool.org), 509-606-7888

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Melissa Pettey, Principal,  
[mpettey@lumenhighschool.org](mailto:mpettey@lumenhighschool.org), 509-606-7888

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the Lumen School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

**Office of Superintendent of Public Instruction (OSPI)**

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

### **Washington State Governor's Office of the Education Ombuds (OEO)**

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

### **U.S. Department of Education, Office for Civil Rights (OCR)**

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [orc@ed.gov](mailto:orc@ed.gov)
- Phone: 800-421-3481

### **Gender Inclusivity**

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy [3211] and Procedure [3211], visit [www.lumenhighschool.org](http://www.lumenhighschool.org) . If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Melissa Pettey

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 31.

### **Closing Comment**

This handbook provides you with an overview of the employer-employee relationship. Please keep this handbook in a place that is convenient for you to reach when it becomes necessary. Your handbook is not intended to replace direct, regular communication. All employees are encouraged to talk to the LHS leadership team if they have any questions or concerns. Once again, welcome to LHS!